



Police Department

# Individual WebCheck® Request

Fill out this form with the appropriate information. This form **MUST** be typed and the reason codes **MUST** be selected from the drop-down menus. Handwritten forms will not be accepted.

It is the requesters responsibility to inform YSU Police if the results must be sent to an outside agency electronically, via US Mail (they will come directly from Ohio BCI and can take 30-90 days), or if the department or individual would like paper copies of the results. This can **ONLY** be done at time of fingerprinting. University Police is not responsible if you select the incorrect destination. If no choice is selected, University Police will not process your Webcheck®.

If you are uncertain where the results should go or for the reason codes for your Webcheck®, please contact your advisor/professor or the University Police. Once completed, take the form to the University Bursar's Office on the second floor of Meshel Hall and pay the fee for your Webcheck®. The Bursar's staff will stamp the sheet and issue you a receipt. The fees are:

- \$37 for the BCI&I Webcheck® (Ohio)
- \$28 FBI Webcheck® (National)
- \$65 for both

Please contact the University Bursar for open cashier times. The University Bursar accepts cash, check, credit card, and money orders. The University Police Department does not accept any payments.

When done, go to the University Police Department during any of the open Webcheck® hours. They are listed on the University Police Dept. website.

You **MUST** bring the form marked paid by the Bursar's Office, your receipt, a valid government issued ID (driver's license, state ID card, or passport) and know your Social Security Number at time of fingerprinting.

If you wish to pick up a copy of your results, please call the University Police Department in advance to ensure they have returned. **DO NOT** walk in.

Complete Name: \_\_\_\_\_ Type/Cost of Webcheck® \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**FBI Reason Fingerprinted:** \_\_\_\_\_  
Codes Rev 10/1/20

**BCI Reason Fingerprinted:** \_\_\_\_\_  
Codes Rev 10/1/20

**Results (Chose ONE. Direct Copy OR Printed Copy OR Mailed Results):**

**Direct Copy To:** \_\_\_\_\_ **Printed Copy To:** \_\_\_\_\_

**Mail Results To:** \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_