



2021 BACKGROUND CHECK REQUIREMENTS

*Hard copies of all background checks must be sent directly by BCI&I to:
Catholic Diocese of Youngstown, Attn. Safe Environment Office, 144 West Wood Street, Youngstown, OH 44503.
This needs to be communicated to the person doing the background check.*

Priests, Deacons, Religious, Seminarians, Persons in Formation

Code (BCI or BCI/FBI): 2151 86 – Out of Home Child Care

Lived in Ohio for the last 5 years

- a) BCI background check at start of service; renew every five years

Lived Outside of Ohio during the last 5 years

- a) BCI/FBI background check at start of service; renew every five years

Licensed School Teachers, Licensed School Employees, and Preschool Teachers*

Code (BCI/FBI): 3319 291 – School Employees – Licensure with Ohio Department of Education

- a) BCI/FBI background check at start of service
- b) Renew FBI background check every five years

* For those who hold an ODE License, whenever a background check is needed it must be sent electronically to ODE and a hard copy must be sent to the Safe Environment Office at the Chancery. This needs to be communicated to the person doing the background check so the proper information can be completed on the form.

Non-Licensed School Employee

Code BCI: 3319 39B1 – School Employees – non teaching position

Code FBI: 3319 39

- a) BCI/FBI background check at start of service
- b) Renew BCI/FBI background check every five years

Parish or Institution Employee

Code (BCI or BCI/FBI): 2151 86 – Out of Home Child Care

Lived in Ohio for the last 5 years

- a) BCI background check at start of service; renew every five years

Lived Outside of Ohio during the last 5 years

- a) BCI/FBI background check at start of service; renew every five years

Volunteer Working with Minors or Vulnerable Adults

Code (BCI/FBI): 2151 86 – Out of Home Child Care

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Lived Outside of Ohio during the last 5 years

- a) BCI/FBI background check at start of service; renew every five years