



BACKGROUND CHECK REQUIREMENTS

IMPORTANT INSTRUCTIONS

*Hard copies of all background checks must be sent directly by BCI&I to:
Catholic Diocese of Youngstown
Attn. Office of Safe Environment
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

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 in a Parish, School, or Institution

Code (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*

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

Preschool Teacher, Preschool Employee*

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

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

School Employees Paid with Auxiliary or Title Funds (Including those hired via Third Party Contract) Who Need License services from the Diocesan Office of Catholic Schools *

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

***IMPORTANT:** 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 Office of Safe Environment at the Diocesan Offices. 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

Note: In extraordinary circumstances, the Office of Safe Environment reserves the right to alter background check requirements for individuals, unless the requirements are stipulated by the State of Ohio. This includes the right to require background checks from other background check providers besides the Civilian Identification Office.