
May 11, 2020

The Ohio Valley ESC will begin fingerprinting services **on a limited basis and by appointment only.**

Beginning Tuesday, May 19, 2020 from 9:00AM to 11:00AM and 1:00PM to 3:00PM on Tuesday, Wednesday and Thursday of each week staff will be available to complete background checks for school employees.

For an appointment, please call (740)439-3558 or (740)373-6669.

The staff involved in the fingerprinting process will:

- Sanitize hard surfaces, including fingerprint scanners, after each use with a disinfecting cleaner (see link below)
- Confirm that applicant has not been in contact with anyone infected with COVID-19 and has not been in any high risk areas for infection. Anyone entering the building is asked four screening questions. *(They are refused entry if the wrong answer is given.)*
 1. **Have you traveled to any of these locations in the last 14 days?**
 - a. China
 - b. Iran
 - c. South Korea
 - d. Italy
 - e. Japan
 2. **Have you had contact with anyone with confirmed COVID-19 in the last 14 days?**
 3. **Have you had any of these symptoms in the last 14 days?**
 - a. Fever greater than 100
 - b. Difficulty breathing
 - c. Cough
 4. **Are you currently experiencing fever over 100, difficulty breathing or cough?**
- Those that are unable to answer the 4 questions satisfactorily are denied entry.
- Citizens are strongly encouraged to wear masks.
- Ensure applicants have washed or sanitized their hands prior to and after fingerprinting
- Employees are masked at all times during the process.
- Employees should wash hands frequently with soap and water (for at least 20 seconds)
- Employee's wear single use gloves at all times while dealing with citizens and taking fingerprints.
- Items used are wiped down, cleaned after every contact with a citizen on a record check, fingerprint.

Everyone is encouraged to follow CDC and local health department guidelines:

- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/downloads/workplace-school-and-home-guidance.pdf>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

If fingerprints cannot be taken electronically or by ink please contact BCI at 877-224-0043 to learn the specifics regarding this and what steps to take to have your criminal background checks reported.

Self Fingerprinting

If an applicant cannot find an open WebCheck agency, they can print fingerprint cards from the AG's website and use an inkpad to roll their own prints. Under the "Background Checks" section of the [website](#), download and print the "BCI Fingerprint Card" and "FBI Fingerprint Card."

- <https://www.ohioattorneygeneral.gov/Files/Forms/Forms-for-BCI-Criminal-Records-and-Background-Check/Background-Check-Forms/BCI-fingerprint-card>
- <https://www.ohioattorneygeneral.gov/Files/Forms/Forms-for-BCI-Criminal-Records-and-Background-Check/Background-Check-Forms/FBI-fingerprint-card>

Tips for Self Fingerprinting

First, ink all of the first joint of your finger. Then, place your finger on its left side with the fingernail touching the paper. Next, in one motion, roll your finger until the right side of the fingernail touches the paper. Continue this for all fingers.

Completed fingerprint cards and payment can be mailed to the AG's Office.