

INSTRUCTIONS

for obtaining your

BCI & FBI Background Check Pre-Service Teaching Permit

New legislation from the state now obligates any individual enrolled in a course which is part of an Educator Preparation Program AND who will be in a PK-12 classroom as part of that course, to obtain a **Pre-Service Teaching Permit**. In order to obtain this permit, your fingerprints/background check must be on file with the State of Ohio. Below are instructions for how to obtain your background check on campus at the Wittenberg Police Department and for how to apply for the Pre-Service Teaching Permit.

1. BCI & FBI background check:

- a. First, pay \$60 for both the **BCI & FBI background check** using this link: [Web Check Fingerprinting \(jotform.com\)](https://jotform.com) or QR code →



- b. Once you've paid, you will automatically be directed to a page to schedule your background check.

c. Bring with you to your appointment:

- Your government issued driver's license, state ID, passport or military ID
- The "Request for BCI & FBI Background Check via Electronic Fingerprinting" form, which is page 2 of this document or on the opposite side of this page if you have a printed copy.

- d. You will conduct your Background Check at the Wittenberg Police Department in the Recitation Annex. *Please arrive 5 minutes early for your appointment.*



2. **Create an OH|ID account** by going to the following website or using the QR code to the right: [Secure access to State of Ohio services | OH|ID | Ohio's State Digital Identity Standard](#). *If you already have an OH|ID account, skip this step.*

3. Apply for your Pre-Service Teaching Permit (available after July 1, 2024)

- a. Login to your OH|ID account.
- b. Go to the **App Store** (top menu) and request access for the "Educator Licensure and records (CORE)" app. Agree to the terms, then launch the CORE app.
- c. Click "Apply for a NEW Credential"
- d. In the pop-up window, select "Teachers" then "Pre-Service Teaching Permit"
- e. Follow the directions for how to apply for this permit.
- f. The 1-year permit costs \$25; the 3-year permit costs \$75. If you have declared your major and have been accepted into the Wittenberg Education Program, we recommend applying for the 3-year permit. If you are a senior, we recommend applying for a 1-year permit.



Educator Preparation

Request for BCI & FBI Background Check via Electronic Fingerprinting

BRING THIS COMPLETED FORM & A PICTURE ID WITH YOU TO YOUR APPOINTMENT

→ You also need to know your Social Security Number ←

You must pay for your Background Check prior to making an appointment

by going to this link: [Web Check Fingerprinting \(jotform.com\)](http://Web Check Fingerprinting (jotform.com))

Upon payment, you will be directed to a webpage to schedule your appointment

Name: _____ **Type of Photo ID:** _____

Date of Birth: ____ / ____ / ____ **Phone Number:** (____) _____

Current address: _____

Sex: _____ **Race:** _____ **Height:** _____ **Weight:** _____ **Hair:** _____ **Eyes:** _____

Reason for Background Check:

BCI: 3319.39B3

FBI: 3319 291

Direct Copy to:

Ohio Department of Education

**Address for results to be
mailed to:**

Wittenberg University
Education Department
PO Box 720
Springfield OH 45501

PLEASE READ & SIGN

I certify that the personal identifiers provided on this form are accurate and I voluntarily and knowingly authorize the Ohio Bureau of Criminal Identification & Investigation to conduct a criminal records check for the information related to me. I also voluntarily and knowingly authorize BC&I to disseminate criminal arrest, conviction, and juvenile delinquency adjudication records to Wittenberg University. I voluntarily and knowingly release and discharge the Ohio Attorney General's Office, BC&I and their employees from all claims and liability related to this authorized criminal record review and dissemination.

Applicant's Name (Please print)

Witness Name (Please print)

Applicant's Signature

Witness Signature

Parent/Guardian Name (minor applicant's only)

Parent/Guardian Signature (minor applicant's only)