Required by Law

- BGSU requires background checks on all students participating in courses that require field experience in local schools and other agencies.
- **Ideally, students would initiate their checks every May**, right after finals week, and **no later than July 1st**. Doing so will enable enough time for BGSU to receive results prior to the start of fall semester, and the student’s background check will be valid for the entire school year (August - May).
- Background checks must be completed in the State of Ohio, even if the student is from another state or country.
- Failure to submit both FBI and BCI background check results may result in a student being dropped from classes.

How to submit your background check:

*(this pertains to every student EXCEPT Inclusive Early Childhood Education majors going into “sophomore or junior blocks”)*

- Bring photo ID with you and ask for **BCI** and **FBI** checks. Both are required. Bring this sheet with you, too, so you have the code numbers below. Background checks can be completed at the following locations:
  - **Falcon Outfitters** (Located in the Student Union)
  - **Ohio Bureau of Criminal Investigation Building** on BGSU’s campus
  - **Ohio Police Stations**

- Use the code of **3319 39B1** on the BCI form. Use the code of **3319.39** on the FBI form.

- Allow **45 Days** for the process to be completed.

- **SEND** the results to:
  - **Office of Educator Preparation and Partnerships**
    - 101 Education Building
    - BGSU
    - Bowling Green Ohio, 43403
    - ATTN: Michelle Fry

  Note: Please DO NOT send results to the Ohio Department of Education. The forms may ask you to select a “direct copy” recipient. You may select “no direct copy/none”

QUESTIONS?

Call the Office of Educator Preparation and Partnerships

419-372-7389

bgsufldepx@bgsu.edu