**A Sampling of Central Ohio WebCheck Locations**

On the Ohio Attorney General’s website, all of the locations listed below indicate that they do both BCI and FBI background checks.

Many deputy registrars’ offices also offer WebCheck services

<table>
<thead>
<tr>
<th>AAA Background Check</th>
<th>Executive Security Solutions</th>
<th>Grove City License Bureau</th>
<th>Pickerington Police Department</th>
<th>Simons License Agency</th>
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</thead>
<tbody>
<tr>
<td>808 N. High St., Suite 9</td>
<td>6161 Busch Blvd., Suite 130 Columbus, OH 43229 614.781.7696 Mon-Fri 10:00-4:00 By appointment ONLY</td>
<td>3040 Southwest Boulevard Grove City, OH 43123 614.871.0415 Mon.8:00-6:30 Tues.-Fri 8:00-5:00, Sat. 8-Noon</td>
<td>1311 Refugee Rd. Pickerington, OH 43147 614.575.6911 Mon-Fri 8:00-5:00</td>
<td>1472 Morse Rd. Columbus, OH 43229 614.781.0060 Mon, Tues, Thurs, Fri 8:00-5:00 Wed 8:00-6:30, Sat 8:00-Noon</td>
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<tr>
<td>Worthington, OH 43085 614.885.0980 Mon-Fri 9:00-6:00 pm Sat 9:00-Noon</td>
<td>Columbus, OH 43220 614.457.8900 Mon-Fri 8:00-5:00, Sat 9-Noon No appointment necessary and 1486 Bethel Road Columbus, OH 43220 614.855.1234 By appointment ONLY</td>
<td>4503 Kenny Road Columbus, OH 43220 614.459.4441 Mon, Tues, Thurs, Fri 8:00-5:00 Wed 8:00-6:30, Sat 8:00-12:00</td>
<td>410 S. High St. Columbus, OH 43215 614.525.5090 Mon-Fri 9:00-2:00</td>
<td>1201 North 17th Avenue Columbus, OH 43219 614.294.6347 Mon, Thurs, Fri 8:00-12:00 Wed 8:00-12:00, Sat 8:00-Noon</td>
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<tr>
<td>Dublin, OH 43017 614.791.3220 Mon-Fri 9:00-4:00 Appointment suggested</td>
<td>1410 Executive Parkway Westerville, OH 43081 877.932.2435 Mon-Fri 8:00-5:00, Sat 8-Noon No appointment necessary and 1486 Bethel Road Columbus, OH 43220 614.457.8900 Mon-Fri 8:00-5:00, Sat 9-Noon No appointment necessary</td>
<td>50 Village Hall Road New Albany, OH 43054 614.882.7782 Mon-Fri 9:00-5:00</td>
<td>112 Dillmont Drive. Columbus, OH 43235 614.436.6381 Mon, Tues, Wed, Fri 8:00-5:00 Thurs 8:00–6:30, Sat 8:00-Noon</td>
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<td>Columbus Police Department 120 Marconi Blvd. Columbus, OH 43215 614.645.4696 Mon-Fri 8:00-3:45</td>
<td>Franklin County Sheriff Office 410 S. High St. Columbus, OH 43215 614.525.5090 Mon-Fri 9:00-2:00</td>
<td>New Albany Police Dept. 4140 Executive Parkway Westerville, OH 43081 877.932.2435 Mon-Fri 8:00-5:00, Sat 8-Noon No appointment necessary</td>
<td>Powell Police Department 47 Hall Street Powell OH 43065 614.885.5005 Mon - Fri. 8:30-4:00 By appointment</td>
<td>Upper Arlington Division of Police 3600 Tremont Rd. Upper Arlington, OH 43221 614.583.5160 Mon-Fri 8:30-4:30</td>
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<tr>
<td>Biometric Information Management 555 Metro Pl. N., Suite 100 Dublin, OH 43017 614.791.3220 Mon-Fri 9:00-4:00 Appointment suggested</td>
<td>Kenny Road License Agency 2970 Hayden Road Columbus, OH 43235 614.766.7769 Mon, Wed- Fri, 8:00–5:00 Tues 8:00-6:30, Sat 8:00- Noon</td>
<td>New Millennium Home Health 6031 Cleveland Ave. Columbus, OH 43231 614.882.7782 Mon-Fri 9:00-5:00</td>
<td>PrintCheck, LLC 194 Oak St. Columbus, OH 43235 740.548.9555 By appointment ONLY</td>
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<tr>
<td>Columbus Police Department 120 Marconi Blvd. Columbus, OH 43215 614.645.4696 Mon-Fri 8:00-3:45</td>
<td>Fastfingerprints – A National Background Check Company Hondros College Building 4140 Executive Parkway Westerville, OH 43081 877.932.2435 Mon-Fri 8:00-5:00, Sat 8-Noon No appointment necessary and 1486 Bethel Road Columbus, OH 43220 614.457.8900 Mon-Fri 8:00-5:00, Sat 9-Noon No appointment necessary</td>
<td>Powell Police Department 47 Hall Street Powell OH 43065 614.885.5005 Mon - Fri. 8:30-4:00 By appointment</td>
<td>Simons License Agency 1472 Morse Rd. Columbus, OH 43229 614.781.0060 Mon, Tues, Thurs, Fri 8:00-5:00 Wed 8:00-6:30, Sat 8:00-Noon</td>
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*A Sampling of Central Ohio WebCheck Locations*

Westerville City Schools will process background check reports for Otterbein students

- Please call first: 797-5700. Ask for Human Resources.
- Possible Times: 8:00-11:30 or 1:00-3:00 – call first.
- Location: 936 Eastwind Dr.
- Take: Otterbein ID and a government-issued photo ID.
- Cost: $50, exact change or check only.
- Remember – you are going into an office of a district in which one day you might seek employment. It’s very wise to treat all encounters with all school personnel as mini job interviews.

Tips for completing a background check

- Call first to confirm price, time, and need for an appointment.
- Take to the appointment a current, government-issued, photo ID. Be prepared to provide your name, address, date of birth, and social security number.
- Send background check reports to:
  - Education Department, Otterbein University
    1 South Grove St.
    Westerville, OH 43081
- Background checks requested within one year of applying for a teaching license should also be sent electronically to the Ohio Department of Education. This request MUST be made at the time fingerprints are taken.

*For information on all WebCheck locations in Ohio go to [http://www.ohioattorneygeneral.gov/Services/Business/WebCheck/Webcheck-Community-Listing](http://www.ohioattorneygeneral.gov/Services/Business/WebCheck/Webcheck-Community-Listing)*