



Three Rivers Local School District

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BACKGROUND CHECK REQUIREMENTS

Administrators, Teachers and Aides:

- BCII and FBI background checks required for all *initial application* for any license in the State of Ohio.
- *License renewals*- Ohio resident continuously for the past 5 years:
FBI background check ONLY if a BCII is on file with ODE
- Non-Ohio Residents: Both the BCII and FBI checks are required if the reports on file with ODE are more than 5 years old.

Educators who hold a PERMANENT Certificate are still required to submit background checks to ODE every five (5) years. The above changes will apply to permanent certificate holders in regards to residency and the requirement of an FBI only or BCII and FBI checks.

All Non-Licensed School Employees are still required to have background check every five (5) years with the exception of School Bus/Van Drivers with the requirement of every six (6) years.

FBI background check ONLY is required IF you have lived in Ohio continuously for 5 years and TRLSD has a BCII on file for you

Drivers license/Photo ID must be shown at time of fingerprinting. Fingerprints must be released to ODE and a copy of the background report sent to Three Rivers Schools.

BCI and FBI background checks can be obtained at Three Rivers District Office for all school employees and volunteers. Background checks are completed by appointment only. Contact Gail Montague at 513.824.7344 to schedule an appointment.

The following locations offer BCII and FBI background checks through WebCheck. *Please call for specific hours of operation and costs (some may require cash only)*

Green Township License Bureau
5694 Harrison Avenue
Cincinnati, OH 45248
574.4700

Delhi Township Police Department
934 Neeb Road
Cincinnati, OH 45238
922.0060

HCESC
11083 Hamilton Ave
Cincinnati, OH 45231
674.4201

Hamilton County Sherriff (open 24/7)
Downtown Justice Center
Cincinnati, OH 45202
946.6230