

FAIRFIELD COUNTY EDUCATIONAL SERVICE CENTER
955 Liberty Drive
Lancaster, OH 43130
(740) 653-3193

TO: All New Prospective Substitute Teachers for Fairfield County Schools

FROM: Bobbi J. Williams, Secretary
Certification/Substitute Teacher Department

RE: Criminal Background Checks (fingerprinting)

All new employees working with children are required by law to have a criminal background check. In order for you to comply with this law, you will need to come into our office.

APPOINTMENT: All background checks are completed by appointment **ONLY**. If you cannot keep the appointed time, please call this office.

MONEY ORDER: Please bring a **blank money order** with you. You will complete the money order in our office. We cannot accept personal checks or cash.

BCI & FBI: \$51.00

PREPARATION: If your hands are too dry, it is difficult to complete the fingerprinting. Please start using hand cream before you come into our office.

Please call if you have any questions (740) 653-3193.