

## BACKGROUND CHECK INFORMATION SHEET

The following information is for the proper processing of your background checks for Carlisle Local Schools:

- 1) NEW EMPLOYMENT: We require both the State (BCI) and Federal (FBI) background checks be completed. This is at your cost.  
RENEWAL FOR EMPLOYMENT: Only the FBI is required as long as you have lived in the State of Ohio continuously for the past 5 years, and have been continuously employed with Carlisle for the past 5 years.
- 2) Most places only accept cash or money order for payment, so please make sure you check with your location of choice before you arrive on their accepted payment methods.
- 3) You will need to take your original driver's license or photo ID when you have your background checks completed.
- 4) You will need to request to have your background checks sent to the Board of Education office for Carlisle schools. IRN #: 050419

Please have them sent to:

Carlisle Local Schools Board of Education (ATTN: Superintendent's Office)  
230 Jamaica Road  
Carlisle, OH 45005

- 5) If you need your background checks sent to multiple locations for various needs, in addition to employment/coaching with Carlisle schools, it is your responsibility to request that at the time of your fingerprinting.
- 6) For ink/roll fingerprinting (*needed only when your fingerprints cannot be read electronically*):  
*Carlisle Local Schools does not supply the cards for ink/roll fingerprinting.*

Any additional costs charged by the State of Ohio for processing of card(s) would need to be mailed in with the fingerprint cards by the person requesting report; cost determined by State of Ohio (*cost subject to change*); person being fingerprinted should ask for instruction sheet on mailing in cards from fingerprinting location at the time of having fingerprints done.

- 7) RECOMMENDED LOCATION AND BY APPOINTMENT ONLY (513-695-2900)

Warren County Educational Service Center  
1879 Deerfield Road  
Lebanon, Ohio 45036

Warren County website: <https://www.warrencountyesc.com/Administration2/1>