

## FBI & STATE CRIMINAL BACKGROUND CHECK

Both the **FBI and (Ohio) BCI&I WebChecks**/background checks are required for admission to all graduate and undergraduate nursing programs. Copies will not be accepted from another agency such as your work, church or school. Background check results must be received by the College of Nursing and Health before admission decisions can be made. They should be on file by the application deadline for your program, unless otherwise indicated.

☞ **IMPORTANT:** It can take up to 30 business days for the results to be received, so **plan to be fingerprinted at least 30 days prior to the required due date!!**

Incoming students who are under the age of 18 must be accompanied by a parent or guardian.

### **Background check procedure for Out of State Students:**

*State:* Students who live outside Ohio should provide the same type background check results their state requires for nurses. Students who live in one state and work in another must provide background checks from both states.

*Federal:* Call 740.845.2000 and request a fingerprint card for an Out of State FBI check. The card will be mailed to you. Follow the directions on the card for fingerprinting and mailing the card to the state of Ohio to be processed.

**(Results for both state and FBI must be sent directly from the background check agency to Wright State.)**

Only results for licensing need to be sent to the Ohio Board of Nursing.

When applying for the background checks, you must choose the **4723 09 Nurses (RNs, LPNs, dialysis techs, students entering nursing education or dialysis)** option regarding the “reason for fingerprinting”.

The fingerprinting is available on campus at the Educational Resource Center located at 116 Allyn Hall. The ERC offers a discount rate for Wright State students.

### **ERC Fingerprinting Information:**

Location: Educational Resource Center  
116 Allyn Hall  
937.775.2878  
<https://education-human-services.wright.edu/resources/educational-resource-center/webcheck-fingerprinting>

Hours: Please call the ERC to schedule an appointment.

Cost: For FBI & Ohio BCI check, the cost is \$51 for WSU students.

Payment: Cash, Credit card, or Money order made out to WSU

Results must be sent to: **Zane Jacks, 160UH  
Wright State University CONH  
3640 Colonel Glenn Hwy  
Dayton, OH 45435**

**Remember to bring your driver's license, state ID, or passport!**

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