

PROCEDURE FOR CRIMINAL BACKGROUND CHECK

Before a guardian is appointed, a criminal background check of the Applicant(s) shall be performed.¹

- Sign the attached Consent to WEBCHECK Criminal Background Check and go to the Lake County Educational Service Center located at 8221 Auburn Road Painesville, Ohio 44077 within five (5) days of filing the Application. The Center will complete the fingerprints and mail them directly to the Probate Court.
- An FBI Investigation will also be required if the Applicant(s) has not been a resident of Ohio continuously for the last five (5) years.
- The fee for the BCI&I Criminal Background Check is \$30.00 (no credit cards accepted). If an FBI Investigation is necessary, the fee is an additional \$35.00.
- You will be required to provide two forms of identification (a photo ID and either a social security card, birth certificate or passport). Please call the Lake County Educational Service Center at 440.350.2563 for an appointment or go directly to the Service Center and check appointment availability.

¹ Eff. May 1, 2009