

LAKE COUNTY PROBATE COURT PROCEDURE FOR CRIMINAL BACKGROUND CHECK:

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

- Sign the attached Consent to WEBCHECK Criminal Background Check and go to the Lake County Educational Service Center within five (5) days of filing the Application for Guardianship.

Address: 8221 Auburn Road
Concord Township, Ohio 44077

- 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.

LAKE COUNTY ESC OF THE WESTERN RESERVE GUIDELINES:

- Background services are by appointment only.
 - # 440-350-2563, ext. 1703 or press 0 for the receptionist
- Applicants must present one (1) VALID form of ID (see below). Expired ID will not be accepted
 - Driver's License
 - State I.D.
 - Passport
- Your social security number is required to process the background check.
- Cost
 - BCI \$35.00; FBI \$40.00; BCI & FBI \$70.00
- Payments Accepted
 - Cash (exact amount), check/money order, or credit card.
- Applicants must know the reason for the background check (i.e. Guardianship).
- Applicants must know which background check they need, BCI, FBI, or both.
- Applicants must know the address where the results need to be sent.

**LAKE COUNTY PROBATE COURT
ATTENTION GUARDIANSHIP DEPARTMENT
P.O BOX 490
PAINESVILLE, OHIO 44077**