[[1]](#footnote-1)

**FBI/BCI Electronic Fingerprinting**

**Health & Human Performance**

 Finger Printing is done at: Julka Hall 170

Hours: Monday-Friday; 9:00-Noon and 1:00-4:00

Prior approval for either the undergraduate Internship or the Graduate Practicum in either Exercise Science or Sport Management, students are required to upload to form 1 proof of BCI/ FBI background. BCI/FBI Background checks are good for 1 year.

**Fingerprinting Procedure**

**STEP 1:** Cashier’s Office (MC 115)

* Pay $30 for BCI; $30 for FBI fingerprinting; $60 for both. Retain receipt.
* You do not have to stop at the Cashier’s office if you are paying via credit card.
* Account #: 0060-0010-0512-40-Lab Fees

**STEP 2:** Education Advising Office (JH-170)

* Bring cashier’s receipt and driver’s license or State of Ohio ID.
* Complete electronic fingerprinting.
* Results are available to Department of HHP within 2 days – 6 weeks.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Program of Study: ☐ Exercise Science ☐ Sport Management

☐ Graduate ☐ Undergraduate

Print Name of Person who performed the electronic fingerprinting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please upload a PDF of this document to form #1 of application for Internship or Practicum.

1. [↑](#footnote-ref-1)