



SSC BACKGROUND CHECK INFORMATION

ALL Background Checks are conducted at SSC Main Campus, 6200 Frank Ave., North Canton, Ohio 44720 S Building, Room S103.

SCHEDULE a BCI/FBI Check	Click Schedule Appointment with Stark State College
AVAILABLE SESSIONS- By Appointment only!	Background check hours: Monday 8:15am-12:00pm / 1:00pm-4:15pm Tuesday 8:15am-12:00pm / 1:00pm-4:15pm Wednesday 8:15am-12:00pm / 1:00pm-4:15pm Thursday 8:15am-12:00pm / 1:00pm-4:15pm Friday 8:15am-12:00pm / 1:00pm-3:00pm
WHERE Check is Completed	CAMPUS SECURITY-check in at SECURITY DESK
WHAT check do I need done- BCI?, FBI?, or both?	<ul style="list-style-type: none"> Please check with the Department Chair of your program before paying or completing the check if you are unsure. ALL Health Programs require a BCI & FBI check to be completed except the medical coding certificate program. If you are under the age of 18, your parent or guardian MUST accompany you to your appointment If you are only required to get a BCI check and have not lived in Ohio for the last 5 years, you ARE required to do BOTH the BCI & FBI check. <i>This is a requirement of the Bureau of Criminal Identification & Investigation.</i>
ITEMS you need to bring with you	<ul style="list-style-type: none"> Proof of Payment (receipt from cashier) Valid Driver's License, State ID, or Passport <p>No background checks will be completed without these items!</p> <p>CCP Students do not need to show proof of payment.</p>
COST of each check	\$35.00-BCI Check / \$35.00-FBI Check / \$70.00 BCI & FBI Check
WHERE do I pay?	CASHIER WINDOW- 3 rd Floor of Student Services Building
How long are my results good for?	A background check is valid for 1 year after the date it was completed.
COPIES OF BCI/FBI CHECKS	<ul style="list-style-type: none"> BCI copies can be requested to be sent to another agency by completing a Request for Copy Form and faxing it to BCI&I for free within the first 30 days and for \$8.00 after 30 days. FBI copies are not permitted to be distributed to a third party. A copy of your check will be kept in the Security Office for up to 1 year from the date it was completed. A Photo I.D. is required if you are requesting a copy. Only 1 copy set will be provided.
TIME FRAME for results	<ul style="list-style-type: none"> May take up to 30-45 days for processing Normal processing time is 2 weeks