Montgomery County Job Center

Fingerprinting Background Check Instructions

Thank you for your commitment to St. Vincent de Paul.

1. **New volunteers** must get a background check PRIOR to your start date.
2. **Form:** To get fingerprinted at the Montgomery County Job Center, print off the enclosed form.
3. **Address:** Please go to 1111 S. Edwin C Moses Blvd., Dayton, OH 45422. When you arrive at the address for your background check, go through the red door that faces the SVdP Community Store.
4. **Hours of Operation:** The office is open 8 a.m. - 12 p.m. and 1 p.m. - 3 p.m., Monday- Friday.
5. **Evenings and Weekends:** If these times don’t work for you and you need alternative options, please contact Maria at volunteerinfo@stvincentdayton.org or (937)222-5555x103.
6. **Cost:** There is no cost to you.
7. **Authorization Code:** The authorization code, if asked is 3319.39

**FAQs:**

1. I can’t make the times listed, what should I do?
   a. Contact Maria at volunteerinfo@stvincentdayton.org or 937-222-5555x103
2. My fingerprints have worn off or they have a difficult time capturing them. What should I do?
   a. We have to see that you at least attempted to get fingerprinted, and it failed. Please go to get fingerprinted so we have a record of it. We will determine what to do from there.
3. I am a current volunteer, when do I need to have my fingerprinting completed by?
   a. Current volunteers need fingerprinting to be completed by Dec. 31, 2021. New volunteers cannot start until they are fingerprinted.
4. I am a minor volunteer.
   a. Only those 18 and above need to be fingerprinted.
Subject: Request for Workforce Services and Invoicing

This form, with your signature, will serve as a request for services. See page 2 for descriptions of service. Your company will be invoiced for services rendered. We will accept checks or money orders via mail. Please check the box next to all services requested. A separate form is required for each individual requiring a service. The services and rates are:

Background Checks:
- WEBCHECK (Fingerprint – State & County Courts of Ohio): $319.39
- WEBCHECK (Fingerprint – Federal District Courts): $28 (results in 14 days)

BCI/FBI Authorization Code (If Applicable): 3319.39

- Online Service: Nationwide (County Courts): $30 (results in 24 hours)
- Online Service: Federal (Federal District & County Courts): $40 (results in 24 hours)

Drug Screen:
- Oral Swab: $30 (results in 2 days)
- Urinalysis: $46 (results in 2 days)
- Hair Follicle: $35 (results in 2 days)

Marketing:
- OMJ | MC Website: $100
- E-Mail Blasts: $50
- PR & Social Media: $50

Services Ordered For: St. Vincent de Paul - Dayton

Employer: Maria Francis
Phone: 937-222-5555 ext 103

Employer Contact Name (print): Maria Francis
Employer Contact (signature): Maria Francis
Date: ______________________

Contact Email: mfrancis@stvincentdayton.org

Billing Address: 124 W. Apple St. Dayton, OH 45402

OMJ | MC Validator: ______________________
Date: ______________________

E-mail completed form to: THEJOBANK@ifs.ohio.gov
All services listed requires customer's state issued picture ID (i.e. Driver License, State ID, Social Security Card)