



## Warren County Educational Service Center

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### FINGERPRINTING / BACKGROUND CHECKS via WEBCHECK FEES and HOURS AT-A-GLANCE

Warren County Educational Service Center  
1879 Deerfield Road, Lebanon, Ohio 45036

Phone: 513-695-2900

#### Fingerprint / Background Check Hours:

##### **BY APPOINTMENT ONLY**

Mondays: 1:30 p.m.-3:00 p.m.  
Tuesdays: 9:00 a.m.-11:00 a.m.  
Wednesdays: 1:30 p.m.-3:00 p.m.  
Thursdays: 9:00 a.m.-11:00 a.m.

#### [CLICK HERE TO SCHEDULE AN APPOINTMENT](#)

#### Rates charged by the WCESC are as follows:

State (BCI): \$30.00 for state only  
Federal (FBI): \$36.00 for federal only  
Both: \$61.00 for both

#### **PAYMENT WILL BE MADE BY EVENTBRITE ONLY**

Bring Driver's License / Photo ID.

*EFFECTIVE June 3, 2020*

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### DRIVING DIRECTIONS to the WARREN COUNTY EDUCATIONAL SERVICE CENTER

**We are located south of Countryside YMCA between LaRosa's and Home Depot. Look for our blue roof.**

**FROM I-71 NORTH and/or SOUTH:** Take the Lebanon/South Lebanon exit (Exit #28). Take Rt. 48 North to the Turtlecreek-Union/Deerfield Road exit and turn left off of the ramp. Continue straight through the traffic light to the WCESC.

**FROM I-75 NORTH and/or SOUTH:** Take the Lebanon/Monroe exit (Exit #29). Take Rt. 63 into Lebanon (Rt. 63 becomes Rt. 123 at the Golden Lamb intersection). Continue straight at the intersection with the Golden Lamb on your left and the library on your right to Route 48 South. Take Route 48 South to the Turtlecreek-Union/Deerfield Road exit. At the end of the ramp continue straight through the traffic light to the WCESC.

## FBI/BCI BACKGROUND CHECK SCHEDULING DIRECTIONS

1. Go to the Warren County ESC website. Then click on Fingerprinting on the Quick Links <https://www.warrencountyesc.com/Administration2/1>



2. Click on the Signup Genius image.

06/04/2020 (Thu.)	9:00am - 9:15am	Fingerprint Time	Sign Up <input checked="" type="checkbox"/>
	9:15am - 9:30am	Fingerprint Time	Sign Up <input type="checkbox"/>
	9:30am - 9:45am	Fingerprint Time	Sign Up <input type="checkbox"/>
	9:45am - 10:00am	Fingerprint Time	Sign Up <input type="checkbox"/>
	10:00am - 10:15am	Fingerprint Time	Sign Up <input type="checkbox"/>
<b>Submit and Sign Up</b>			

3. Check (✓) on the date & time that works best for you. (make sure the sign up time is ✓)

Then click the Submit and Sign Up button.

### Sign Me Up

Sign me up for:

Available Slot	Date (mm/dd/yyyy - EDT)	My Comment	Quantity
Fingerprint Time	Thu., 06/04/2020 9:00am - 9:15am	<input type="text"/>	1

Name

Email

Already have a SignUpGenius account? Login

Phone

By signing up, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#).

**Sign Up Now**

4. Input your contact information for the timeslot that you selected.

Once the contact information has been completed, click on the Sign Up Now button.

5. After you have submitted your contact information, you will receive an email from Eventbrite regarding your payment for the background check within a couple of business hours.

## WARREN COUNTY ESC - FBI/BCI BACKGROUND CHECKS - JUNE 2020



Event to be held at the following time, date, and location:

Wednesday, June 3, 2020 at 8:00 AM  
- to -  
Tuesday, June 30, 2020 at 5:30 PM (EDT)

Warren County Educational Service Center  
1879 Deerfield Road  
Lebanon, OH 45036  
[View Map](#)

Attend Event

Event registration is by invitation only. Register with your email address to attend this event.

6. Once you receive an Eventbrite email from Warren County ESC you will click on Attend Event.

Be sure to check your spam folder if you do not receive your Eventbrite email within a couple of business hours.

JUN  
03

### Warren County ESC - FBI/BCI Background Checks - June 2020

by Warren County ESC [Follow](#)

\$30 - \$61

Register

7. After clicking on the Attend Event button in the Eventbrite email, it will take you to the Warren County ESC – FBI/BCI Background Check event page. Once there you will in the Register button.

Warren County ESC - FBI/BCI Background Checks - June 2020  
Wed, Jun 3, 2020 8:00 AM - Tue, Jun 30, 2020 5:30 PM EDT

Enter promo code

State (BCI)

\$30.00

Sales end on Jun 30, 2020

BCI - State Background Check Only

0 ▾

Federal (FBI)

\$36.00

Sales end on Jun 30, 2020

FBI - Federal Background Check Only

0 ▾

Federal & State (FBI & BCI)

\$61.00

Sales end on Jun 30, 2020

Both FBI & BCI - Federal & State Background Check

0 ▾

8. Make the selection of the type of background check you need and then click on the Checkout button at the bottom of the page.

(If you have been given a Promo Code, you will want to click the upper left hand button and enter that code before making your selection.)

Powered by [eventbrite](#)

English (US) ▾

Checkout

Checkout  
Time left 25:24

Contact Information

First name\* WCESC      Last name\* WCESC

Email\* amy.klafler@warrencountywaco.com

Payment method

Credit or Debit Card

PayPal

Registration 1 - Federal & State (FBI & BCI)

First name\* WCESC      Last name\* WCESC

Place Order

Order Summary

1 x Federal & State (FBI & BCI)	\$61.00
Delivery 1 x Registration	\$0.00
<b>Total</b>	<b>\$61.00</b>

9. Enter in all of your information in all of the fields including your credit card information. Then click on place order.

Your order will be complete.

**10. Payment must be received before your scheduled Background Check appointment.**

**→ REQUESTS OF OUR VISITORS:**

- VISITORS WILL BE PERMITTED IN THE BUILDING BY APPOINTMENT ONLY.
- Social Distancing should be practiced by all while in our facility.
- MASKS ARE REQUIRED AND WILL NOT BE PROVIDED.
- Hand sanitizer should be used upon entering and exiting the facility.
- Please respect the Plexiglas shields in place at all reception/transaction counters.
- FINGERPRINTING REGULATIONS: Those requiring fingerprinting services should make an appointment via Sign-Up Genius and prepay prior to arriving (no exceptions). Once an appointment is scheduled, an email with a payment link will be sent. Payment will be completed via Eventbrite. Please do not enter the building before your appointment time. No children or other visitors should accompany the customer. Masks are required but not provided. More information regarding our facility practices is available at [www.warrencountyesc.com](http://www.warrencountyesc.com).
- All visitors will be required to have their temperature taken upon arrival.

We look forward to once again being able to serve our districts and clients at full capacity. In the meantime, we appreciate your patience and compliance. Thank you.