Background Check Instructions

In order to begin volunteering at Chadwick Arboretum & Learning Gardens, you are required to complete a fingerprint background check.

**Local to OSU's Main Campus?**
- [Schedule a fingerprinting appointment](#)
- [Sign the WebCheck Consent Form](#)

Note, there is parking at the 11th Ave Garage as well as street, metered parking for this location.

**Prefer a different location?**
- [Find a list of alternative locations](#)

**Important Notes to take with you:**
- Use Revised Code 2151.86
- Results must be mailed to:
  Attn: Background Checks
  Chadwick Arboretum & Learning Gardens
  OSU Office of Human Resources,
  1590 North. High Street., Suite 300,
  Columbus, OH 43201

  - If you have lived in Ohio for the last five consecutive years you are only required to complete a BCI (Ohio) background check. Use Revised Code 2151.86. If you have not lived in Ohio for the last five consecutive years, you are required to complete both a BCI (Ohio) and FBI (National) background check.

Please let Julia Wilson know when you have completed this step, so she can follow up to find your results at [Wilson.4615@osu.edu](mailto:Wilson.4615@osu.edu)