

PROCEDURE TO BE FOLLOWED FOR THE SUBMISSION OF A FINGERPRINT BASED CRIMINAL HISTORY CHECK FOR THE OHIO SOUTH YOUTH SOCCER ASSOCIATION'S RISK MANAGEMENT PROGRAM

On December 5, 2004, the Board of Directors of the Ohio South Youth Soccer Association adopted a modification to OSYSA's Risk Management Program, which allows a coach, referee, trainer, or other volunteer or employee who has routine contact and/or supervision over children the option to submit a fingerprint check through the Ohio Attorney General's office of BCI&I in lieu of submitting a completed employee / volunteer Risk Management disclosure form. The Attorney General's fingerprint based background check system is known as **WebCheck**. The submission of fingerprints through the Attorney General's WebCheck does not require the inclusion of the individual's social security number. The cost of the WebCheck processing, ranging from \$15.00 to \$65.00, is to be paid by the individual. Ohio South will not pay this cost.

Anyone that is covered under the OSYSA RM program, who wants to use this process, must follow these steps.

1. Go to any of the over 2,000 WebCheck stations located throughout the state. You must have with you a valid government photo ID, for example, a driver's license.
2. Following their procedures, have a digital image of your left and right index fingers and both thumbs taken.
3. Request that a copy be sent to you and that **an additional copy be sent to directly to the OSYSA office** at the following address:

Ohio South Youth Soccer Association
25 Whitney Drive – Suite 104
Milford, Ohio 45150

4. Complete the standard OSYSA Employee / Volunteer Disclosure form. On the form, in the space where the social security number is requested, write the phrase; "WebCheck Submitted". Place the form in the standard RM envelope and submit the form inside the sealed envelope to your league or local referee association.
5. When the form from the Attorney General's office is received in the OSYSA office, it will be matched up with the RM disclosure form that has been submitted.

If the results of the WebCheck are not received in the OSYSA office directly from the Attorney General's office, the submission will not be considered to be valid. The OSYSA can not accept the results of the WebCheck from any other source.

If an individual has been a resident of Ohio for less than 5 years, a national check through the FBI's database may be required for an additional fee. For those individuals using this process, it will be necessary to resubmit a fingerprint check each time that a RM form is submitted.

More information about the Ohio Attorney General's WebCheck system can be found at www.webcheck.ag.state.oh.us. A list of WebCheck stations can be found under the WebCheck Community tab at this website.