

**MEDINA COUNTY PROBATE COURT  
PROCEDURE FOR CRIMINAL BACKGROUND CHECKS**

Effective July 13, 2015, all Adult Guardianship Applicants who are not attorneys must be fingerprinted and submit to a criminal record check at the time of application, pursuant to Rule 66.05(A)(1) of the Rules of Superintendence for the Courts of Ohio. The procedure for said record check is as follows:

1. Contact the **Medina County Sheriff's Department**, located at 555 Independence Drive, Medina, Ohio 44256, at **330 764-3629** (Sandi) or via their website (www.medinasheriff.com) to schedule an appointment for a **webcheck** (go to General Information and then Webchecks).
2. You will need to bring your driver's license as a form of identification.
3. Cost of a **webcheck** should be verified with the Medina County Sheriff's Department:

BCI                   \$ *Contact Medina County Sheriff's Department for cost*  
BCI and FBI       \$ *Contact Medina County Sheriff's Department for cost*

Any petitioner, ***who has lived in Ohio less than 5 years,***  
must submit to a ***BCI and FBI Check.***

Method of payment:  
Personal check or money order payable to **MCSO**

4. Please inform the Sheriff's Department where you would like your results sent.

**File the results of your BCI/FBI check with the Probate Court along with all the other documents.**

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**I swear, under penalty of law, that I have been a resident of Ohio for \_\_\_\_\_ years.**

\_\_\_\_\_  
Applicant

Sworn to in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Deputy Clerk/Notary