

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

Effective April 15, 2016, all Minor Guardianship Applicants who are not attorneys must be fingerprinted and submit to a criminal record check at the time of application. 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.

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