



Non-licensed School Employees

Are you a . . .
Secretary, Office Aid, Bus Driver or Crossing Guard?
Do you work in Maintenance or Food Service
at a school?

What is needed

ORC BCI 3319.39B1
&
FBI 3319.39

Standards & Guidelines
Protecting Youth &
Vulnerable Adults

How to get it

Use below link to find a fingerprinting location
other than the Pastoral Center
<http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>
**DIRECT COPY MUST BE SENT ELECTRONICALLY
to ODE**
Hard copy must be mailed to:
Jacqueline R. Maume
Diocese of Toledo
1933 Spielbusch Avenue

To be completed online through



https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37396
Select Roles of
Employee & non-licensed School Employee

*Each requirement must be renewed every 5 years.