



Police Department

Internal University Department WebCheck® Request

Please fill out the form below with the appropriate information of the individuals you would like to have WebChecks® performed on. Once complete, please forward the form to General Accounting to complete a budget transfer(s) to the Police Dept. Webchecks® account. The Banner account to credit is 111000-120501-503225-61.

This form MUST be typed and the reason codes MUST be selected from the drop down menus. Handwritten forms will not be accepted.

Upon receipt of payment by the Police Department, the individuals listed below can go during any of the open Webcheck® hours offered by the University Police Department. If there are ten or more individuals, contact University Police directly to arrange a location and time.

They MUST be listed on this form, bring a valid government issued ID (driver's license, state ID card, or passport) and know their Social Security Number at time of fingerprinting.

Note: It is the requestors responsibility to inform YSU Police if the results must be sent to an outside agency electronically, via US Mail, or if the department would like paper copies of the results (choose only one). It can **ONLY** be done at time of fingerprinting. University Police is not responsible if you select the incorrect destination. If no choice is selected, University Police will not process your Webcheck®.

Contact Person: _____ Department: _____

Phone Number: _____ Email: _____

FOAP to Debit: _____

FBI Reason Fingerprinted: _____

BCI Reason Fingerprinted: _____

Direct Copy To: _____ Printed Copy To: _____

Mail Results To: _____

Address: _____

City, State, Zip: _____

Complete Name	Type/Cost
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

TOTAL _____