



Police Department

Individual WebCheck® Request

- 1.) Fill out the form below with the appropriate information. ***This form MUST be typed and the reason codes MUST be selected from the drop down menus. Handwritten forms will not be accepted.***
- 2.) Go to the University Bursar's Office on the second floor of Meshel Hall and pay the fee for your Webcheck®. The Bursar's staff will stamp this sheet and issue you a receipt.
- 3.) Go to the University Police Department during any of the open Webcheck® hours (266 West Wood Street, the corner of Fifth Ave. & Wood Street).

You MUST bring this form marked paid by the Bursar's Office, your receipt, a valid government issued ID (driver's license, state ID card, or passport) and know your 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®.

If you are uncertain where you results should go or for the reason of your Webcheck®, please contact your advisor or professor prior to coming to the University Police Dept. for fingerprinting.

If you wish to pick up a copy of your results, please call the University Police Department in advance. DO NOT walk in. Results can take anywhere from a few hours to 30 days.

Complete Name: _____ Type/Cost of Webcheck® _____

Address: _____

City, State, Zip: _____

Phone Number: _____ Email Address: _____

FBI Reason Fingerprinted: _____

BCI Reason Fingerprinted: _____

Results (Chose ONE. Direct Copy OR Printed Copy OR Mailed Results):

Direct Copy To: _____ Printed Copy To: _____

Mail Results To: _____

Address: _____

City, State, Zip: _____