



Intern/Long Term Shadow Application Addendum—Background Check Procedure

Thank you for your interest in becoming an intern volunteer or participating in a long-term shadow request at Mercy Medical Center. The collective effort between staff and volunteers assists the Medical Center in carrying out its mission of continuing Christ's healing ministry by providing quality, compassionate, affordable, and accessible care for the whole person. We are happy that you are exploring the possibility of joining us!

Mercy Medical Center requires interns and long-term shadow participants to complete/submit BCI/FBI background checks. **The results of the checks must be printed on Attorney General's letterhead and must have been processed within 12 months prior to the start date of the internship/shadowing.**

- Please note that depending on the information provided, Mercy Medical Center may not be able to accept background checks processed by third-party companies. Results should be directly from applicable governmental state agencies as the Attorney General's office of the state of residence.
- If you live or attend school outside of Ohio and have had background checks done in states other than Ohio, please submit the checks for review/approval by Mercy's Security Department.
- **If your school or university utilizes any other agencies to obtain background checks, please note that Mercy Medical Center cannot provide BCI or FBI Background Check Category Codes. Your school would need to supply this information. Please note this information is public information, since it is found in the Ohio Revised Code.** If you google "**FBI Fingerprint Reason Codes.**", you will see various sites that contain the ORC codes. The list contains the code number and the name/description of the code. The descriptions are in line with degrees names and types of jobs. You can speak with your college/university and decide which code best suits your program of study.

Agencies that Process Background Checks

1. Stark County Sherriff at the County Jail

- **Agency requires BCI and FBI reason codes to administer the background checks. Your school or university would need to supply these codes.**
- 4500 Atlantic Blvd, NE; Canton, OH 44705
- (330) 451-1383
- Contact to schedule for an appointment
- Cost: (Call the Agency for the most recent charge)
- **Please note that you will need to pay the Agency directly.**

Please contact Volunteer Services at 330-489-1106, select option 5, to speak to staff if you have any additional questions regarding the Criminal Background Check process or any of the steps relating to the intern/shadow application process.