Webchecks are only completed for MVTCT staff, MVCTC partner school staff, and those MVCTC students who are required to have a Webcheck.

All available dates and times are listed on the online scheduling program.

For all Background Checks. **You must bring your government issued photo identification and you must know your social security number as that is a required field in the background check process. If you do not bring these 2 items, you will not be fingerprinted. You must have a scheduled appointment, or you will not be fingerprinted.**

If you are under 18 years of age you must bring to your appointment a completed WAVIER form (attached) which must be signed by a parent or guardian.

For CTC Staff. Please bring your authorization card with you if you receive one.

If you are staff of a partner school district fingerprinting fees are $58 for both BCI and FBI, $33.00 for FBI only, and $25.00 for BCI only. The fee is payable by exact cash change, or by personal check written to MVCTC. ***Attached 'Background Check Fingerprinting – Schools' form must be completed with reason checked and brought with you to your appointment.***

Enter the high school campus via the north entrance (traffic light shared with Adult Education). Turn left parking in Visitor parking. Enter main entrance doorway A5.

If MVCTC is closed or delayed for weather. In case of closures background checks are canceled and must be re-scheduled. In case of delays during the delay time those background checks must be re-scheduled.

If you need to cancel an appointment, please call 937-854-9306 and leave a message. To re-schedule use the online schedule program.