

# SUMMIT COUNTY PROBATE COURT

## A BACKGROUND CHECK IS REQUIRED PRIOR TO YOUR APPOINTMENT AS GUARDIAN

If you have been an Ohio resident during your lifetime; ONLY a BCI background check is required.

If you have lived out of State at any time during your lifetime, it is required to have both an FBI and BCI background check.

### Instructions for obtaining a background check:

- You must have a valid government photo I.D.
- BCI and FBI background checks are performed at the Summit County Clerk of Courts located at 205 S. High Street, Akron OH 44308
- Appointments are mandatory. Please call (330) 643-2065 to make an appointment. See our [BCI Check Information](#) page.

OR

To help find a WebCheck Facility in your area, just [Click Here](#).

### FEES:

- The fee for a BCI background check at Summit County Court of Common Pleas Clerk's Office is \$26.00 and is non-refundable. (All other agencies \$32.00)
- The fee for both the FBI and BCI background checks at Summit County Court of Common Pleas Clerk's Office is \$54.00 and is non-refundable. (All other agencies \$60.00)

### BACKGROUND CHECK APPLICATION:

- Results **MUST** be submitted to **Summit County Probate Court Clerk's Office**.

Complete the "address for results mailed to" section as follows:

**Summit County Probate Court Clerk's Office  
ATTN: Chief Deputy Clerk  
209 S. High Street  
Akron, OH 44308**

- Please DO NOT request the results to be mailed to your home address

**YOU WILL NOT BE APPOINTED AS GUARDIAN UNTIL THE BACKGROUND CHECK HAS BEEN COMPLETED AND RECEIVED BY THE COURT**

Contact the Probate Court Clerk's Office at (330) 643-2350 if you need further information.