

## **LAKE COUNTY PROBATE COURT PROCEDURE FOR CRIMINAL BACKGROUND CHECK:**

Before a guardian is appointed, a criminal background check of the Applicant(s) shall be performed.

Form 17.11 Consent to Webcheck Criminal Background Check must be signed and go to the ESC of the Western Reserve Office within five (5) days of filing the Application for Guardianship.

**Address:** 8221 Auburn Road  
Concord Township, Ohio 44077

- Center will complete the fingerprints and mail them directly to the Probate Court.
- An FBI Investigation will also be required if the Applicant(s) has not been a resident of Ohio continuously for the last five (5) years.

## **LAKE COUNTY ESC OF THE WESTERN RESERVE GUIDELINES:**

- Background services are by appointment only.  
# 440-350-2563, ext. 0.
- Applicants must present one (1) VALID form of ID (see below). Expired ID will not be accepted
  - Driver's License
  - State I.D.
  - Passport
- Your social security number is required to process the background check
- Payments Accepted
  - Cash (Must be the exact amount, we DO NOT carry change)
  - Check or Money Order
  - Credit/ Debit Card
- Applicants must know the address where the results need to be sent.
  - Lake County Probate Court  
Attention Guardianship Department  
P.O Box 490  
Painesville, OH 44077
- Applicants must know the reason for the background check (i.e. Guardianship).
- Applicants must know which background check they need, BCI, FBI, or both.

