



**Wood County Court of Common Pleas
Probate Division**

Wood County Courthouse
Bowling Green, Ohio 43402
(419) 354-9230

David E. Woessner
Probate Judge

Background Check Instructions for Guardianship Applicants

Any individual who applies to be guardian of an adult incompetent or minor must undergo a background check that is satisfactory to the Court. Only attorneys and state agencies are exempt from this requirement. The background check includes a BCI check and a local records check through the Sheriff's Office.

When the initial application is received by the Court, instructions for completion and necessary paperwork will be issued to the applicant and the attorney. The background check requires the applicant to make an appointment at the Sheriff's Office and appear in person for the check. Phone numbers and a contact person will be provided at the time of application. Applicants referred by the Court will receive a reduced price for the BCI check if they bring the Court materials with them.

If an applicant elects to pay the higher fee and complete the background check prior to application, he or she should not send the results to the Court until the application is filed. Background check materials can be misplaced if they are sent to the Court when no active case is on file.

Please contact the Court at the telephone number above if you have any questions.