



STATE OF OHIO
Office of the Attorney General

REQUEST FOR COPY OF BACKGROUND CHECK PROCEDURES

The following is a clarification for the “certified letter” procedure from the Ohio Bureau of Criminal Identification and Investigation.

A request for a copy of a background check, as it pertains to House Bill 104, Senate Bill 38 or Senate Bill 160, must include the individual’s name, social security number, date of birth, home address, or the agencies name, address and OCA/agency number. **The applicant’s signature is required for processing.**

The background check is valid for one year from the date the fingerprint card was processed.

Pursuant to House Bill 223, effective November 16, 1995, the letter may be photocopied by the prospective employer and the original retained by the applicant.

The fee for each copy of a background check is \$8.00. If the request letter accompanies the fingerprint card it will be processed free of charge. **WEBCHECK** request must be received within 30 days of fingerprinting to qualify for a free copy.

Payment must be made with a money order, certified check or company check, made payable to: Treasurer, State of Ohio. **NO PERSONAL CHECKS OR CASH WILL BE ACCEPTED.**

Thank you
Civilian Identification



Ohio Bureau of Criminal Identification and Investigation

P.O. Box 365
London, OH 43140
Telephone: (740) 845-2000
Facsimile: (740) 845-2020



An Internationally Certified
Law Enforcement Agency



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Laboratory (since 2002)

www.ag.state.oh.us



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Office of the Attorney General

REQUEST FOR COPY OF BACKGROUND CHECK

BCI ONLY _____

PRINT OR TYPE ONLY

NAME: _____

SSN: _____ DOB: _____

PRINT OR TYPE RETURN ADDRESS

NAME: _____ OCA/ AGENCY# _____

STREET: _____

CITY: _____

STATE: _____ ZIP CODE: _____

PHONE #: (_____) _____

_____ PLEASE CHECK IF YOU WANT YOUR RESULTS SENT TO THE OHIO DEPARTMENT OF EDUCATION FOR TEACHER CERTIFICATION.

Return this letter with your **money order, certified check, or company check for \$8.00, payable to Treasurer, State of Ohio.** *NOTE: THE FEE DOES NOT APPLY IF THIS REQUEST ACCOMPANIES THE FINGERPRINT CARD WHEN SUBMITTED FOR PROCESSING.*

Under House Bill 223, effective November 6, 1995, the letter may be photocopied by the prospective employer and retained by the applicant.

I hereby certify that I have given the above mentioned person or agency permission to obtain a copy of any arrest or conviction record pertaining to me in the files of the Ohio Bureau of Criminal Identification and Investigation.

***REQUIRED:**

APPLICANT'S SIGNATURE: _____ DATE: _____



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