



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



An ASCLD/LAB<sup>®</sup> Accredited  
Laboratory (since 2002)

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**REQUEST FOR COPY OF BACKGROUND CHECK**

BCI ONLY \_\_\_\_\_

**PRINT OR TYPE ONLY**

NAME: \_\_\_\_\_

SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

**PRINT OR TYPE RETURN ADDRESS**

NAME: CSWMFT Board OCA/AGENCY# 1AB002

STREET: 50 West Broad Street, Suite 1075

CITY: Columbus

STATE: Ohio ZIP CODE: 43215-5919

PHONE #: (614) 466-0912

\_\_\_\_\_  
**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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