



Instructions for Challenging Criminal History - WARRANTS

Please be advised if you find that another person is misusing your Social Security Number (“SSN”) within the state of Ohio, there are the procedures required by the Ohio Bureau of Criminal Investigations & Identification (BCI&I) to correct the issue. With regard to criminal records, please note that BCI&I can only correct records that exist in the BCI&I database. Information existing in another state must be corrected by law enforcement in that state. If a warrant exists, the originating agency is responsible for correcting the information. The Attorney General’s Office cannot force a law enforcement agency to correct a warrant.

If a person of the opposite sex is misusing your social security number (for example, if you are a male and a female has obtained a criminal warrant under your name or SSN):

You do not need to be fingerprinted. Fax or mail your request asking BCI&I to remove your SSN from the person’s record who is misusing it. Include your name, date of birth, and full SSN in the request.

Fax: 740-845-2633
Attn: C. Matson

If a person of your same sex is misusing your social security number (for example, if you are a male and another male has obtained a criminal warrant under your name or SSN):

Go to a local law enforcement office where you can be fingerprinted **in ink**. Be sure to call in advance to ensure that you can be fingerprinted in ink and to ask the hours of operation and what costs are associated with this service. **Electronically submitted prints cannot be accepted.**

Once you obtain your ink fingerprints, complete the fingerprint card by providing your name, date of birth and full social security number and write SSN MISUSE on the front of the card and mail to:

BCI & I
PO Box 365
London, Ohio 43140
Attn: C. Matson

If you would like someone to contact you with an update after receipt of the fingerprint card, please indicate that on the fingerprint card. Please provide your name and preferred phone number either on the fingerprint card or on a note submitted with the card.

Request for Challenge and Review of Criminal History Records – BACKGROUND CHECKS

BCI&I Challenge & Review Procedures

Individuals requesting a Challenge and Review of their Ohio criminal history record should utilize the following procedure.

1. A written request for a challenge & review must be submitted to BCI&I, Identification Division. This request must include a brief explanation for the reason the record is being challenged, the individual's name and complete mailing address.
2. The individual must be fingerprinted **in ink** by a law enforcement or criminal justice agency to provide positive identification. All data fields on the fingerprint card must be completely filled out. To ensure expeditious processing the reason fingerprinted data field should contain "Challenge & Review".
3. The required items listed above should be mailed together to:

Ohio Bureau of Criminal Identification & Investigation
Attn: Challenge & Review
Post Office Box 365
London, Ohio 43140

4. The fingerprint card will be processed through the Automated Fingerprint Identification System ("AFIS") system, and should a positive identification be established against an existing criminal history record, a printout of the criminal history record along with the fingerprint card and the original letter of request will be returned to the same address as the original result.

BCI&I is the repository for criminal history record information for the State of Ohio. The information contained within Ohio criminal history records is provided to BCI&I by criminal justice agencies throughout the state. If after reviewing the criminal history record, the individual feels that the record is inaccurate or incomplete, it is the individual's responsibility to contact the agency responsible for submitting that portion of the record in question to obtain clarification or additional information and to effect any necessary changes. Should modifications need to be made, it is the contributing agency's responsibility to notify the Ohio BCI&I in writing so that the criminal history record can be properly updated.

Federal Bureau of Investigation (FBI) Challenge & Review Procedures

Individuals requesting a Challenge and Review of their FBI criminal history record should utilize the following procedure.

1. If the information being challenged involves a charge from an Ohio police department or sheriff's Office, please follow the instructions listed above for challenging an a Criminal History Record.
2. If the information being challenged involves a charge from another state or any federal agency, please contact the out of state arresting agency to determine their policy for reviewing and modifying records or inform the Ohio Attorney General's Identity Theft Unit that you would like assistance with this matter

The FBI's Criminal Justice Information Services Division is not the source of the data that appears on your criminal record. All data is obtained from fingerprint submissions submitted to the FBI by local, state and federal agencies. The responsibility for authentication and corrections of such data rests upon the contributing agencies. Therefore, in order to change, correct or update any information with the FBI, the FBI must be contacted by the appropriate criminal justice agency.