MIKE DEWINE
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FBI BACKGROUND CHECK PROCEDURES

- Use only the FBI Applicant fingerprint card for federal background checks. A release from electronic fingerprint form must be submitted with the card. FBI cards must be submitted to BCI for processing, they cannot be sent directly to the FBI.

- The fee for the FBI check is $24.00. A money order, certified check, business check or personal check made payable to: Treasurer, State of Ohio, must accompany the card if you are not using a billable agency code. Cash, third party or starter checks will not be accepted.

- If payment is being submitted with a card, 1AB002 must be written in the OCA box and the address the result is to be sent to must be written and then circled in the Employer box. If the card is being billed to an agency code, write the agency code in the OCA box and the result will be returned to the address for the agency code.

- Write 4UR619 in the reason fingerprinted box if you need the result sent electronically to the Ohio Dept. of Education.

- Each fingerprint card must be completed with the required information (i.e., social security number, date of birth, sex, race, etc.) this information may be validated with a driver's license or other photo I.D.

- When taking fingerprints, only fingerprinting ink should be used and fingers should be rolled nail to nail.

- The "reason fingerprinted" field must include the ORC for the type of employment the background check is for. The FBI background check can only be processed for working with children, working with the elderly, and certain types of licensing. If you need an FBI check done for a non-state mandated reason, please contact the FBI at 304-625-5590.

- If any of the aforementioned information is incomplete, fingerprint cards will be returned unprocessed. For questions regarding FBI background checks, please call the Civilian Unit of BCI at 877-224-0043. Your cooperation is greatly appreciated.

Civilian Unit
Identification Department
Bureau of Criminal Identification &
Investigation

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