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 $25.25. 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 540-868-1535.

- 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

Revised: 01-14-19

P.O. Box 365 | London, Ohio | 43140
APPLICANT

THIS CARD FOR USE BY:

1. LAW ENFORCEMENT AGENCIES IN FINGERPRINTING APPLIcANTS FOR LAW ENFORCEMENT POSITIONS
2. OFFICIALS OF STATE AND LOCAL GOVERNMENTS FOR PURPOSES OF EMPLOYMENT LICENSING, AND PERMITS, AS AUTHORIZED BY STATE STATUTES AND APPROVED BY THE ATTORNEY GENERAL OF THE UNITED STATES, LOCAL, AND COUNTY ORDINANCES, UNLESS SPECIFICALLY BASED ON APPLICABLE STATE STATUTES DO NOT SATISFY THIS REQUIREMENT
3. U.S. GOVERNMENT AGENCIES AND OTHER ENTITIES REQUIRED BY FEDERAL LAW
4. OFFICIALS OF FEDERALLY CHARTERED OR INSURED BANKING INSTITUTIONS TO PROMOTE OR MAINTAIN THE SECURITY OF THOSE INSTITUTIONS

THE SECURITY OF THOSE INSTITUTIONS

Do not use highlighters on fingerprint cards.
Do not enter data or labels within "Lease Blank" areas.
Ensure fingerprint impressions are rolled completely from nail to nail.
Ensure fingerprint impressions are in the correct sequence.
Ensure no or no more than two white or lighter fingerprint impression blocks.
Ensure no ink smudges or any unrolled fingerprint impression blocks.

Training sets can be obtained online via the Internet by accessing the FBI website at: ttps://www.fbi.gov/identity/nightsearch or via e-mail at: iden@fbi.gov.

Social Security Account Number (SSAN): Pursuant to the Privacy Act of 1974, any Federal, state, or local government agency that requests an individual to disclose his or her SSAN is responsible for informing the person whether disclosure is mandatory or voluntary, by what statute or other authority the SSAN is solicited, and what uses will be made of it. In this instance, the SSAN is solicited pursuant to 28 U.S.C. 534 and will be used as a unique identifier to confirm your identity because every person has the same name and same sex of birth. Disclosure of your SSAN is voluntary; however, failure to disclose your SSAN may affect completion or approval of your application.

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and related information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to P.L. 92-544, Presidential Executive Orders, and local regulations. Providing your fingerprints and associated information is voluntary. However, failure to do so may affect completion or approval of your application.

Principal Purposes: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint and related background checks. Your fingerprints and associated information may be provided to the employing, investigating, or otherwise collecting agency and/or the FBI for the purpose of confirming your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or to other systems including state and federal fingerprint repository systems. The FBI may store, use, and disclose your fingerprints and associated information in the NGI after the completion of the application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or exchanged by the FBI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental, and/or non-governmental agencies responsible for employment, licensing, security clearances and related determinations; state, local, federal, and/or criminal justice agencies; and agencies responsible for national security or public safety.

PAPERWORK REDUCTION ACT NOTICE

According to the Paperwork Reduction Act of 1995, no persons are required to provide the information requested unless it is voluntary, and the subject is not subject to disclosure to third parties. The following information is collected and maintained in a file and may be published in any form or format. The file is maintained at the headquarters of the Federal Bureau of Investigation, 1000 Independence Avenue, S.W., Washington, D.C. 20534.

APPLICATION

INSTRUCTIONS:

1. PRINTS MUST BE CHECKED THROUGH THE APPROPRIATE STATE IDENTIFICATION BUREAU AND ONLY THOSE FINGERPRINTS FOR WHICH NO SUSPICIOUS RECORD HAS BEEN FOUND LOCALLY SHOULD BE SUBMITTED FOR FBI SEARCH
2. IDENTIFY AUTHORIZED CONTRACTORS SHOULD BE SHOWN IN SPACE EMPLOYER AND ADDRESS
3. THE CONTRIBUTOR IS THE NAME OF THE AGENCY SUBMITTING THE FINGERPRINT CARD TO THE FBI.
4. ADDITIONAL STATEMENT, IF KNOWN, SHOULD BE SUBMITTED IN THE APPROPRIATE SPACE
5. MISCELLANEOUS NO. RECORD. OTHER ARMED FORCES NO. PASSPORT NO. (PF) IDENTIFICATION NO. (AR) PHOTO SECURITY CARD NO. (PB) SELECTIVE SERVICE NO. (SS) VETERANS ADMINISTRATION CLAIM NO. (VA)