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
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**Signature of Person Fingerprinted:**

**Residence of Person Fingerprinted:**

**Date of Birth:**

**Employer and Address:**

**Universal Control No. UCN**

**Arrested Persons No. MNU**

**Social Security No. SSS**

**Miscellaneous No. MNI**

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**Left Four Fingers Taken Simultaneously:**

- L. THUMB
- R. THUMB

**Right Four Fingers Taken Simultaneously:**

- L. THUMB
- R. THUMB

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**FBI LEAVE BLANK**

**OHBCI0000**

**STATE BUREAU**

**LONDON, OH**
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

CJIS DIVISION/CLARKSBURG, WV 26306

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. ALL OTHER APPLIANCE FOR FINGERPRINT IDENTIFICATION.

OFFICIALS OF FEDERALLY ORGANIZED OR INSURED BANKING INSTITUTIONS TO PROMISE OR MAINTAIN THE SECURITY OF THOSE INSTITUTIONS.

Please review the helpful information to aid in the successful processing of your fingerprint submissions in order to prevent delays or rejections. To ensure fingerprint submissions meet specific criteria for processing by the Federal Bureau of Investigation:

Ensure all information is typed or legibly printed using blue or black ink.

Enter data within the boundaries of the designated fields or block.

Complete all required fields. (A black card may be submitted without fingerprinting.)

Do not use highlighters on fingerprint cards.

Do not enter data or labels within "Leave Blank" areas.

Ensure fingerprint impressions are rolled completely from nail to Trail.

Ensure the only persons handling fingerprint cards are authorized.

Ensure redaction is made for any missing fingerprint impression (i.e., an impression made with the finger tip).

Do not use more than two redactions per fingerprint impression block.

Ensure no array marks are within the fingerprint impression blocks.

Training cards can be ordered online via the Internet by accessing the FBI's website at FBI.gov, data on fingerprint, then click on Ordering Fingerprint Cards & Training Aid. Direct questions to the Electronic Services Section Customer Service Group at (800) 925-5959 or by e-mail at security@fbi.gov.

Social Security Account Number (SSAN): Pursuant to the Privacy Act of 1974, any Federal, state, or local government agency that requires 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. 531 and will be used as a unique identifier to confirm your identity because every person has the same name and date 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 associated information is generally authorized under 28 U.S.C. 531. Depending on the nature of your application, supplemental authorities include Federal statutes, state statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprints/based background checks. Your fingerprints and associated information may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system of its automated fingerprint identification system (AFIS) and other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/identification in NGr after the completion of the application and, when retained, your fingerprints may continue to be compared against other fingerprint submissions to or released by NGr.

Routine Uses: During the processing of this application, your fingerprints and associated information are compared in NGr, your information may be disclosed pursuant to our 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 NGr and the FBI's Background Routine Uses. Routine uses include, but are not limited to, disclosures to those responsible for employment, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations, state, local, tribal or federal law enforcement officers, 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 solicited by a valid control number. The valid control number is displayed. The valid control number for this information collected in 1110-0046. The time required to complete this information collection is estimated to be 10 minutes, including time reviewing instructions, gathering, completing, reviewing and submitting the information collected. If you have any comments concerning the accuracy of this time estimate or suggestions for reducing this burden, please send to the Department Clearance Officer, United States Department of Justice, Justice Management Division, Policy and Planning Staff, Washington, DC 20530.

INSTRUCTIONS:

1. PRINTS MUST GENERALLY BE CHECKED THROUGH THE APPROPRIATE STATE IDENTIFICATION BUREAU AND ONLY THOSE FINGERPRINTS FOR WHICH NO UNQUALIFIED RECORD HAS BEEN FOUND LOCAL SHOULD BE SUBMITTED FOR FBI SEARCH.

2. IDENTIFY OF PRIVATE CONTRACTORS SHOULD BE SHOWN IN SPACE "APPLICABLE AND ADDED" IN COLUMN "THE CONTRIBUTION IS THE NAME OF THE AGENCY SUBMITTING THE FINGERPRINT CARD TO THE FBI.

3. UNIFORM CONTROL NUMBER, IF APPLICABLE, SHOULD ALWAYS BE FURNISHED IN THE APPROPRIATE SPACE.

ARCHIVED NO. OF PRIMARY OFFICER IN CHARGE OF OTHER AMMUNITION NO. (SHOUL)

(PRESS SECURITY CARD NO. (PS), SELECTIVE SERVICE NO. (SS), VETERANS ADMINISTRATION CLAIM NO. (VA)