



2-71 DISPOSITION FORM

Fields in bold are required

Arresting agency completes left side, ITN number on right and provide fingerprints at bottom right. Charges must have Ohio Revised Code with literal translation.

Court completes right side. Each charge must have a final disposition. Charges must have ORC with subsections if applicable, literal translation and level of offense.

Previous Assigned ITN Numbers

Insert ITN Number

To be completed by arresting agency		To be completed by court	
Name on fingerprint card submitted Last First Middle		Final Disposition and date If more than one charge, make copies of form or attach sentencing sheet	
Date of birth _____ Sex _____		Disposition date _____ Outcome _____	
FBI Number _____		Charge & level of offense _____	
State Bureau number Social Security No. (SOC)		Guilty of lesser offense & level _____	
Contributor of fingerprints/Arresting Agency		Fine \$ _____ Suspended fine _____	
		Cost \$ _____ Suspended cost _____	
		Jail/prison time _____ Suspended time _____	
		Probation _____ Case # _____	
		This form submitted by (Name of Court & ORI)	
		Signature _____ Date _____	
MNU/OCA		<input type="checkbox"/> Court ordered expungement	
Date Fingerprinted		<input type="checkbox"/> If marked, attach court order to this form & provide disposition	
Offenses charged at arrest		Right four fingers taken simultaneously	

BACK OF CARD WITH INSTRUCTIONS PROVIDED

Attorney General

BCI 2-71 Form

OHIO BUREAU OF CRIMINAL INVESTIGATIONS
PO BOX 365
LONDON, OH 43140
740-845-2000

If disposition is manually filled out mail to address listed above OR email questions to
electronic_dispositions@ohioattorneygeneral.gov

COURT DISPOSITION FORM

This form records the initial date of an arrest(s) the final disposition of said arrest(s). The initial arrest data is reported on the left side and the outcome of the case or final disposition is recorded on the right side.

INSTRUCTIONS

A. ARRESTING AGENCY – FILL OUT LEFT SIDE AND 2 FIELDS ON RIGHT

1. If fingerprints taken by ODRRC, do not complete this form. Note the sentence(s) in the court disposition field of the fingerprint card.
2. If the charges(s) do not proceed to court, if the person is released without charge etc., complete this form and forward to BCI.
3. Fill out all arrest data on left side of form and obtain simultaneous right four fingerprints (slap prints) *Note any amputations. If all four right hand fingers are missing, use the left hand fingers and so note. If submitting electronically, print form from Livescan machine.
4. Copy the unique ITN (Incident Tracking Number) located on the front upper left corner of the fingerprint card to the upper right hand corner of this form.
5. Forward the disposition form to the appropriate court.

B. COURT – FILL OUT RIGHT HAND SIDE

1. If previous ITN's submitted by Law Enforcement, write in the upper right field.
2. Report all convictions and non-convictions
 - a. Non-convictions include: no bill, indictment not found, intervention in lieu of conviction, pretrial diversions (or any similar program), NGRI (Not Guilty Reason Insanity) or mental incompetency related non-convictions.
3. Report relief from disability order, vacate orders, modification and resentenced orders and appeals.
4. Fill out sentence information OR attach official court docket (sentencing sheet).
5. Sealing of convictions or non-convictions
 - a. Attach certified copy of court order to this form and forward to BCI
 - b. Link to expungement request form. https://www.ohioattorneygeneral.gov/Files/Forms/Forms-for-BCI-Criminal-Records-and-Background-Check/Forms-for-Court/2012-02-15_SealingsExpungements-RequestExtended-pdf.aspx
6. If you would like to submit electronically, email ITSSupport@ohioattorneygeneral.gov or call 1-800-750-7922.
7. Link for instructions on how to fill out complete the disposition. <https://www.ohioattorneygeneral.gov/Files/Publications-Files/Background-Check-Publications/2-71-form-with-field-descriptions.aspx>

