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MEMORANDUM

To: Background Check Customer
From: Virginia Potts, Identification Supervisor
Date: October 15, 2018
Subject: FBI Criminal History Processing Change

Please be advised of the following change BCI has made to the processing of FBI background checks effective immediately.

If an FBI background check is submitted under a Pub. L. 92-544 statute (an Ohio Revised Code statute for the purpose of licensing and employment that has been approved by the FBI) and the outcome is a criminal history record, BCI will release the criminal history record directly to the employer. With this change, BCI will no longer utilize the May Not Meet Conditions of Employment letter.

If your agency has already received a May Not Meet Conditions of Employment letter but has not yet submitted the FBI Rapsheet Release Form, please contact the Civilian Identification Department toll-free at 877-224-0043 to request that the criminal history record be released directly to the employer. If the FBI Rapsheet Release Form has been submitted and is still in process, our office will send the criminal history record directly to the employer and not the employee's home address.

In making this change, BCI will not only streamline the FBI background check process, but will also follow the required FBI Interstate Identification Index (III) guidelines.

Any questions can be directed to the Civilian Identification Department at the number listed above.