MIKE DEWINE
OHIO ATTORNEY GENERAL

Civilian Identification
Office 877-224-0043
Fax 740-845-2633

P.O. Box 365
London, OH 43140
www.OhioAttorneyGeneral.gov

REQUEST FOR COPY OF BACKGROUND CHECK PROCEDURES

A request for a copy of a background check may only be submitted if the original background check was processed for working with children, working with the elderly, or certain types of licensing. If you are unsure if you are able to request a copy, please contact the Civilian Identification Dept. toll free at 877-224-0043 for further information.

You may only request a copy of the Ohio BCI background check. The FBI result is not permitted to be sent to any address other than what was requested at the time of the original background check. To obtain a new FBI result, a new FBI background check would have to be submitted.

A request for a copy of a background check must include the reason for processing of the original background check, as well as the individual's name, social security number, date of birth, address to send the result and the individual's signature.

The new background check result is valid for one year from the date of the original fingerprint submission.

If the request for copy is made within 30 days of the original background check there is no fee for processing and the request can be faxed to 740-845-2633. If the request for copy is made more than 30 days after the original background check the fee is $8 and is payable by money order, certified check, business check or personal check to Treasurer, State of Ohio. **No cash will be accepted.** The request and payment can be mailed to: BCI, PO Box 365, London Oh 43140.

Civilian Unit
Identification Department
Bureau of Criminal Identification &
Investigation

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