



PROCEDURE FOR FINGERPRINTING AN INCARCERATED INDIVIDUAL CHARGED WITH A NEW OFFENSE

If the chief administrative officer of a detention facility, as defined in section [2921.01](#) of the Revised Code, discovers that an inmate is charged with a new criminal offense for which fingerprinting is required under R.C. 109.60(A), the procedure outlined below should be followed to comply with Ohio Revised Code 109.60(A)(4).

- If the initial appearance or arraignment on the new criminal charges is conducted via video conference at the detention facility, the detention facility housing the individual shall complete fingerprinting using a fingerprint card with the preprinted ITN supplied by BCI, and capture flats of the right hand on a 2-71 disposition form. If the detention facility does not have all the information to complete the forms, it should contact the law enforcement agency and/or the court with jurisdiction over the offense to obtain any missing information. These materials must then be provided to BCI as well as the clerk of the court having jurisdiction of the case for completion and submission to BCI.
- If the individual is transported from the detention facility to court for one or more hearings, the court is responsible for ensuring that the person is fingerprinted as prescribed in [Section 109.60 - Ohio Revised Code | Ohio Laws](#).

Please note the following:

- The arrest agency's ORI must correspond to the county and agency from which the new charge originates
- This information is being provided to BCI and the Clerk of Courts to ensure each new charge appears on a defendant's criminal records and any subsequent disposition for the charges can be properly reported by the Clerk.
- The Clerk of Court will report the disposition of the new charges as required by 109.57
- If the case ultimately results in an additional term to the current prison sentence, ODRC will complete the required documentation in the standard manner.

Link to fingerprint card order form:

<https://bit.ly/4wdkesn>

Link to how to fill out a fingerprint card:

<https://bit.ly/4w8G0xm>

Link to training resources on proper fingerprinting techniques:

[Training Videos - Ohio Attorney General](#)