



Procedures for Requesting a Copy of an Ohio Background Check

A copy of a background check may be requested only if the original background check was processed for an Ohio Revised Code reason that permits updates and if the new background check is needed for an Ohio Revised Code reason that permits updates. If you are unsure whether your request meets those parameters, please call the Civilian Unit of BCI's Identification Division at 877-224-0043.

- You may request a copy of the Ohio BCI background check only. The FBI results are not permitted to be sent to any address other than the one indicated with the original background check. In such cases, a new FBI background check is required.
- To obtain a Request for Copy of Ohio Background Check form, visit [our website](#). If the request for a copy is made within 30 days of the original background check, there is no fee for processing and the request can be faxed to 866-750-0214.
- A request for a copy made more than 30 days after the original background check costs \$8. Go to the [e-Payment website](#) and follow the instructions. Once the payment has been made, write the ID number at the bottom of the form under the Date line.
- A copy request must be received within 11 months of the original fingerprint submission to allow for processing time before the background check expires.
- The request can be mailed to: BCI, PO Box 365, London, Ohio 43140.

Civilian Unit
Identification Division
Bureau of Criminal Investigation

Please note: If you are unable to submit payment electronically, a money order, certified check, business check or personal check made payable to: Treasurer, State of Ohio, must accompany the card if you do not have a billable agency code established with BCI. Cash or starter checks will not be accepted.

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