DAVE YOST
OHIO ATTORNEY GENERAL

Procedures for a State Background Check With e-Payment

- Use only BCI's Civilian Background Check Card for a state of Ohio background check. A Request for Exemption from Electronic Fingerprint Submission Requirement form must also be completed and submitted with the card.

- The fee for a BCI check is $22. Go to the e-Payment website and follow the instructions. Once the payment has been made, write the ID number in the Reason Fingerprinted box under Other.

- If you yourself are paying for the background check via e-Payment, write 1AB002 in the Agency Code box. Also, be sure to include the appropriate address in the box labeled Send Background Check Results To. If an agency is paying for background check via e-Payment, write its code in the Agency Code box and the results will be returned to the address for that agency code.

- A fingerprint card must include all requested information (i.e., Social Security number, date of birth, etc.). This information may be validated with a driver's license or a photo ID card. All information should be typed or printed legibly.

- When taking fingerprints, use only fingerprinting ink; fingers should be rolled nail to nail.

- Be sure to check the appropriate box in the Reason Fingerprinted field. If the box you check requires an Ohio Revised Code section number pertaining to the reason fingerprinted, be sure to include that number.

- If any information is missing or incomplete, the fingerprint card(s) will be returned unprocessed.

- For questions regarding BCI civilian background checks, please call the BCI's Civilian Unit at 877-224-0043. Your cooperation is greatly appreciated.

Civilian Unit
Identification Division
Bureau of Criminal Investigation

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