



### SSN MISUSE PROCEDURE

If you find that another person is misusing your social security number within the state of Ohio, these are the procedures required by BCI to correct the issue.

Go to the Police Department or Sheriff's Office nearest to you. Ask to be fingerprinted manually by rolling your fingerprints in ink. Electronically (by Webcheck machine) submitted fingerprints will not be accepted. Call the agency you select before you travel there to make sure they still manually take fingerprints. Some agencies no longer do that.

Once you are fingerprinted fill out your name, date of birth and social security number in the appropriate fields on the fingerprint card. Write **SSN MISUSE** on the front of the card.

Mail card to:

BCI  
P.O. Box 365  
London, OH 43140  
Attn: Identification

If you would like someone to contact you with an update after receipt of the fingerprint card, indicate that on the fingerprint card and include your phone number or write the information on a note and place it in the envelope with the fingerprint card.

BCI can only correct information that is on the BCI database. Any information that is listed on a warrant can only be corrected by the agency that entered the warrant.

If the SSN misuse stems from out of state, the state that is reporting the information has to correct their records, OH BCI cannot correct out of state records.