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Request for Challenge and Review of Criminal History Records

Ohio BCI Challenge & Review Procedures

Individuals requesting a Challenge and Review of their Ohio criminal history record, should utilize the following procedure.

1. A written request for a challenge & review must be submitted to the Ohio Bureau of Criminal Identification & Investigation, Identification Division. This request must include a brief explanation for the reason the record is being challenged, the individuals name and complete mailing address.
2. The individual must be fingerprinted by a law enforcement or criminal justice agency to provide positive identification. All data fields on the fingerprint card must be completely filled out. To ensure expeditious processing the reason fingerprinted data field should contain "Challenge & Review" (There is no fee charge for this service)
3. The required items listed above should be mailed together to:

Ohio Bureau of Criminal Identification & Investigation
Attn: Challenge & Review
Post Office Box 365
London, Ohio 43140

4. The fingerprint card will be processed through our AFIS system, and should a positive identification be established against an existing criminal history record, a printout of the criminal history record along with the fingerprint card and the original letter of request will be returned to the same address as the original result.

The Ohio Bureau of Criminal Identification & Investigation is the repository for criminal history record information for the State of Ohio. The information contained within Ohio criminal history records is provided to the Ohio Bureau of Criminal Identification & Investigation by criminal justice agencies throughout the state. If after reviewing the criminal history record, the individual feels that the record is inaccurate or incomplete, it is the individual's responsibility to contact the agency responsible for submitting that portion of the record in question to obtain clarification or additional information and to effect any necessary changes. Should modifications need to be made, it is the contributing agency's responsibility to notify the Ohio Bureau of Criminal Identification & Investigation in writing so that the criminal history record can be properly updated.

Federal Bureau of Investigation (FBI) Challenge & Review Procedures

Individuals requesting a Challenge and Review of their FBI criminal history record, should utilize the following procedure.

1. If the information being challenged involves a charge from an Ohio police department or sheriff's office please follow the instructions listed above for challenging an Ohio arrest.
2. If the information being challenged involves a charge from another state or any federal agency, please contact the submitter of the information to determine their policy for reviewing and modifying records.

The FBI's Criminal Justice Information Services Division is not the source of the data that appears on the rapsheet. All data is obtained from fingerprint submissions submitted to the FBI by local, state and federal agencies. The responsibility for authentication and corrections of such data rests upon the contributing agencies. Therefore, in order to change, correct or update any information on the FBI rapsheet, the FBI must be contacted by the appropriate criminal justice agency.