

Request for Criminal/Traffic History

CJCC office use

Charge \$ _____

Cash \$ _____

Company Name and Address for Results to be mailed to:

Type of Record Requested:

<input type="checkbox"/>	Local	Northwest Ohio	\$ 15
<input type="checkbox"/>	BCI	State of Ohio	\$ 44
<input type="checkbox"/>	FBI	United States	\$ 46
<input type="checkbox"/>	FBI/BCI	Federal and State	\$ 68

Company Name: _____

Attention: _____

Address: _____

City, State, Zip: _____

INSTRUCTIONS: To obtain criminal/traffic record information, this form must be completed in its entirety.

Last Name		First Name		Full Middle Name	
Address		City	State	Zip Code	
Maiden Name/Other Names Used		Date of Birth (MM/DD/YYYY)		Social Security Number	
Race	Sex	Height	Weight	Eye Color	Hair Color

Reason (ORC Code) for Background Check: BCI: _____ FBI: _____

Direct Copy (Mark One):

<input type="checkbox"/> BMV Dealer Licensing <input type="checkbox"/> BMV Deputy Registrar <input type="checkbox"/> Child Care Ctr/Type A-ODJFS <input type="checkbox"/> Commerce - Medical Marijuana Control Program <input type="checkbox"/> Construction Board <input type="checkbox"/> Lottery Commission <input type="checkbox"/> Occupation or Physical Therapy, Athletic Training <input type="checkbox"/> Ohio Racing Commission <input type="checkbox"/> OPOTA (Ohio Peace Officer Training Academy) <input type="checkbox"/> Ohio Board of Nursing <input type="checkbox"/> Ohio Board of Pharmacy <input type="checkbox"/> None	<input type="checkbox"/> Ohio Dental Board <input type="checkbox"/> Ohio Department of Agriculture - Hemp <input type="checkbox"/> Ohio Department of Education <input type="checkbox"/> Ohio Department of Public Safety/PISG <input type="checkbox"/> Ohio Department of Insurance <input type="checkbox"/> Ohio Department of Liquor Control <input type="checkbox"/> Ohio Division of Real Estate Professional <input type="checkbox"/> Ohio Veterinary Medical Licensing Board <input type="checkbox"/> Ohio Medical Board <input type="checkbox"/> Social Work Board <input type="checkbox"/> State Speech & Hearing Professionals Board <input type="checkbox"/> State Vision Professionals Board
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I hereby request the Criminal Justice Coordinating Council/NORIS to release ANY and ALL information concerning the listed subject's criminal/traffic records. I understand such information may include any CONVICTIONS, PRIOR ARRESTS, CHARGES CLEARED AND/OR PENDING WITHIN ANY JURISDICTION KNOWN TO THE CRIMINAL JUSTICE COORDINATING COUNCIL/NORIS. The Criminal Justice Coordinating Council/NORIS is not responsible for any subsequent release of this information once it has been provided to the listed person, agency or company. The Criminal Justice Coordinating Council/NORIS is not responsible for any inaccurate coding of ORC reason code.

Name of Requesting Company (Printed)		Name of Authorized Company Representative (Printed)	
Company Phone Number	Company Email	Authorized Company Representative Signature	

Your Signature	Phone Number	Date
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Criminal Justice Coordinating Council (CJCC/NORIS)
 One Government Center, Suite 1720
 Toledo, OH 43604
 Ph: 567-200-6839 / Fax: 567-200-6858
 Email: crimhist@noris.org

Cash or credit card payments accepted. Hours:
 Monday – Friday 8:15 a.m. – 4:30 p.m.
 (closed 12-12:30 for lunch)
 The office is closed weekends and on all major holidays.
NO REFUNDS.

Results of fingerprint-based checks submitted to OH BCI may take up to a maximum of 30 days	CJCC Office Initials: _____
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Waiver information

I certify that the personal identifiers provided on this form are accurate and I voluntarily and knowingly authorize the Ohio Bureau of Criminal Investigation (BCI) to conduct a criminal records check for information relating to me. I also voluntarily and knowingly authorize BCI to disseminate criminal arrest, conviction and juvenile delinquency adjudication records to _____.

(Company Name)

I voluntarily and knowingly release and discharge the Ohio Attorney General's Office, BCI and their employees from all claims and liability related to this authorized criminal record review and dissemination. This authorization and waiver are valid for one year following the signature date below.

Applicant's name (please print)

Applicant's signature

Date

Required if applicant is under 18.
Must be signed in the presence of CJCC employee

Parent/Guardian name (minor applicants only)

Parent/Guardian signature

Date

Please read and **initial** below

_____ I have reviewed the information entered on this form, and I acknowledge that all information provided is accurate. I also understand that any mistakes or errors on this form are my responsibility.

_____ I have reviewed the information entered on the WebCheck screen, and I verify that all of the information is accurate.

_____ I have reviewed the **FBI** Noncriminal Justice Applicant's Privacy Rights letter.

I was offered a copy of the Privacy Rights letter and:

_____ Declined it.

_____ Took it with me.

NOTICE:

Make sure to bring your current ID (driver's license/passport), mailing address the results should be sent, as well as what ORC reason code should be used for both the BCI and/or FBI checks. FBI and BCI Web Checks have a specific reason code, a series of numbers and/or letters that define the reason you are being fingerprinted. Separate reason codes for the FBI and BCI are required for all Web Check fingerprinting. Please refer to the person or organization requesting the fingerprints for the code you need. The CJCC staff cannot assist in finding the correct code(s). Please fill out the request form ahead of time.