

## REQUESTING A COPY OF A RECENT OHIO BCI BACKGROUND CHECK

If you had a background check conducted in the past 12 months for a reason related to working with children, working with the elderly, or certain types of licensing, you MAY be able to request a copy of that report. You may only request a copy of the Ohio BCI background check. Copies of FBI background check results cannot be sent. If you are not sure if you are able to request a copy of your background check results, please contact the Ohio BCI Civilian Identification Department toll free at 877-224-0043 for further information.

The Ohio BCI background check request form is online at: <http://go.osu.edu/BCIreportrequest>  
List your full legal/given name on the form and use the following address for the “Send Background Results To” section:

Attention: Gina Thorpe – INSERT YOUR COUNTY/UNIT NAME  
OSU Office of Human Resources  
1590 N. High St., Ste. 300  
Columbus, Ohio 43201

**If your request for a copy is within 30 days of your original Ohio BCI fingerprint background check**, there is no fee and you should fax your request to 740-845-2633.

**If your request for a copy is more than 30 days after your original background check**, the fee is \$8.00 and is payable by money order, certified check, business check or personal check made payable to the Treasurer, State of Ohio. Cash cannot be accepted. Send your request and payment to:

Ohio BCI  
PO Box 365  
London, OH 43140

updated 8/24/15 - K.Bloir / L.Jinks



**THE OHIO STATE UNIVERSITY**

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES



**ohio4h.org**

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information: [go.osu.edu/cfaesdiversity](http://go.osu.edu/cfaesdiversity).