

WebCheck Details

Notes

1. Fingerprints are done **BY APPOINTMENT ONLY**
 - You can schedule an appointment by calling our Records Section at 419.698.7052 during normal business hours.
2. This service is conducted through the Ohio Bureau of Criminal Identification and Investigation (BCI&I). They process the fingerprints and conduct the check in conjunction with the FBI. The results of the background check will be distributed directly to the agency that requested it. You will not receive a copy of the background check.
3. Background check FAQs can be found on the Ohio Attorney General's Website at <https://www.ohioattorneygeneral.gov/FAQ/Background-Check-FAQs.aspx>

Completing the Form

1. Select the type of service that you are requesting
2. Fill in your demographic information
3. Choose the appropriate "Reason Code" depending on whether you need BCI, FBI or both. This code should have been provided to you by whoever instructed you to get a background check.
 - a. For a complete list of FBI and BCI Reason Codes, visit: <https://www.ohioattorneygeneral.gov/backgroundcheck> and click on "Publications" in the menu on the left side of the screen.
 - b. If this code is incorrect, your submission may be rejected, and you will need to come back to be reprocessed at your expense. We **cannot** change the code and resubmit.
4. Mark the check box for the appropriate agency to which the results will be transmitted. If it is not in the list, fill in the Name and Address fields under "Direct Mail Transactions".
5. If you do not have the Reason Code or the information as to where the results should be directed, we cannot process your request and you will have to reschedule after you determine that information.

Arriving for your Appointment

1. Park in the main lot of the Oregon Municipal Complex and proceed to the main Police Lobby. (Look to your right from the main lot where it says "POLICE" on the wall).
2. When you enter the building, look for the window marked "Records" and let the clerk know that you have arrived for your appointment.
3. Bring with you:
 - Your valid, state-issued identification or passport
 - Completed WebCheck Background Check Request form



WebCheck Background Check Request

Oregon Police Division - Records Section

5330 Seaman Road, Oregon, OH 43616

419.698.7052 || opdrecords@oregonohio.org

Type of Service Requested:

| | |
|--------------------------|------|
| BCI Only – State of Ohio | \$30 |
| FBI Only – Federal | \$30 |
| Both BCI & FBI | \$60 |
| Inked Fingerprints | \$20 |

Fees are payable by cash or check only.
No credit cards accepted. Checks made payable to "City of Oregon"

*Taken on a fingerprint card/form and returned to applicant

| | | |
|-------------|------------|----------------------|
| Name | SSN | Date of Birth |
| Gender | Race | Height |
| | | Weight |
| | | Eye |
| | | Hair |

| | | | |
|----------------|-------------|--------------|------------|
| Address | City | State | ZIP |
|----------------|-------------|--------------|------------|

| | |
|-------------|-------------|
| Phone _____ | Email _____ |
|-------------|-------------|

Ohio Resident for the past five years? _____

BCI Reason Code*: _____

FBI Reason Code*: _____

TCN (Office Use): _____

For Direct Mail Transactions

Company Name _____

Attention Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone Number _____

Direct Copy (Select Only One)

- BMV Dealer Licensing
- BMV Deputy Registrar
- Child Care CTR/Type A – ODJFS
- Commerce – Medical Marijuana Control Program
- Construction Board
- Lottery Commission
- Ohio Board of Nursing
- Ohio Department of Education
- Ohio Department of Insurance
- Ohio Department of Liquor Control
- Ohio Dept of Agriculture – Hemp
- Ohio Division of Real Estate and Professional Licensing
- Ohio Medical Board
- Ohio Peace Officer Training Academy
- Ohio Racing Commission
- Ohio Veterinary Medical Licensing Board
- OT, PT, and Athletic Trainers Board
- Pharmacy Board
- PI/SG Ohio Department of Public Safety
- Social Work Board
- State Speech and Hearing Professionals Board
- State Vision Professionals Board
- None – Must complete Direct Mail Section

I certify that I am the person whose information is listed on this form. I further acknowledge that criminal records, including those for which I was arrested but may not have been charged, or charges which may have been sealed, dismissed, or expunged, may be disclosed in accordance with federal, state, and local laws based on the reason code(s) that I have listed above. I agree to hold the City of Oregon, the Oregon Police Division, and its employees forever harmless from all claims that may arise as a result of this service.

Signature _____

Date _____

FBI and BCI reason codes are required for all WebCheck fingerprinting. Please refer to the person or organization requesting the fingerprints for the code you need. Police personnel **cannot assist you in finding the correct code. If the reason codes, personal information, direct copy, or other selections are not correct, your background check may be rejected, and you will have to pay for an additional background check. No refunds or credits will be issued.*