

## How to Receive a Copy of Your BCI Results

- If the request for copy is made within 30 days of the original background check there is no fee for processing and the request can be faxed to 740-845-2633.
- If the request for copy is made more than 30 days after the original background check, the fee is \$8.00 and is payable by money order, certified check, business check or personal check to Treasurer, State of Ohio. **No cash will be accepted.** (Click here for a copy of [Request for Copy of Ohio Background Check](#).)

The request and payment can be mailed to:

**BCI**

ATTN: Civilian Unit Identification Department Bureau of Criminal Identification & Investigation  
P.O. Box 365  
London, OH 43140

Please be advised, the form **does not apply** to the release of FBI results.

**For the release of FBI results:**

- If the request for copy is made within 365 days, please contact the Civilian Identification Dept. toll free at 877-224-0043. They will re-issue a copy to the same address but they will not re-issue a copy to a new address.
- To obtain a new FBI result, a new FBI background check (*fingerprinting*) would have to be submitted.

**Please also be advised, it usually takes 30 days for results to be received when requested by way of the Request for Copy of Background Check Form.**