

BCI/FBI/Fingerprinting Services checklist - What you need to bring:

For individuals needing a BCI (State of Ohio) and/or FBI (Federal) WebCheck© completed, the Montgomery County Sheriff's Office is a WebCheck© vendor. Individuals may obtain these types of background checks in person at 345 W. Second St. in Downtown Dayton, on the 2nd floor. Hours of operation are Monday thru Friday (excluding legal holidays), opening promptly at 8am and closing promptly at 3pm. No appointment is required. Forms of payment accepted are cash, check, or money order. No credit/debit cards are accepted.

In order for us to handle your requested service as smoothly and efficiently as possible, please ensure that you arrive prepared. The following is a checklist of items and information that you will be required to provide upon your arrival:

- IDENTIFICATION.** You MUST provide photo identification in the form of a VALID driver's license/permit/I.D.Card, etc.
- TYPE OF SERVICE.** Know what you need. You WILL need to know whether or not you need just a BCI background, just an FBI background, or if you need both. If a prospective employer is requiring you to obtain the background check, ask them to be as specific as possible...BCI, FBI, or both? *Note - we do not provide fingerprinting services for Visa's, Immigration, or Green Cards.
- REASON.** You WILL need to know the reason that the background check is required. Again, if your employer is requiring the background check, ask them to specify the reason) so that you can relay that information to the WebCheck© vendor. (If needing an FBI check, have them provide the O.R.C. code/reason, if possible).
- ADDRESS.** You WILL need to know the address that the results will need to be mailed to. BCI results CAN be mailed to yourself, however, you may want to check with your prospective employer/whoever is requesting the background check before having them sent to yourself. There are some companies that will only accept the results if they are sent directly to them in a sealed envelope from BCI. FBI background check results CANNOT be mailed to you. They must be mailed directly to whomever is requiring you to obtain the background check.
- FEES.** The fee for a BCI only WebCheck is \$40. The fee for an FBI only WebCheck is \$40. The fee for both BCI/FBI WebCheck is \$70. Payment must be made at the time of the service,

Once an individual's fingerprints are obtained for a WebCheck service, the results will be mailed directly from BCI within 30 days. The Montgomery County Sheriff's Office does not receive the background check, we do not mail the results, and we do not see the results or what is on your background check.

Just need a fingerprint card??...No Problem!

Periodically an individual will need just a fingerprint card taken of their prints. Most commonly we see this with people applying for non-resident C.C.W. permits for other states. Whatever your reason, the Montgomery County Sheriff's Office is able to provide this service as well. All you need to do is bring your fingerprint card to 345 W. Second St. in Downtown Dayton and go to the 2nd floor. The fee is \$15 (cash, check, money order only) which will cover the cost of up to two print cards. Once you have paid the fee, you will simply take your receipt and your print card directly across the street to the Montgomery County Jail, 330 W. Second St. and your prints will be taken there and printed on the card.