



Background Check Reprint Instructions

The Ohio Attorney General, Bureau of Criminal Investigation (BCI) has up to **30+** calendar days to process BCI/FBI background check results. Please keep in mind that The Office of Human Resources (OHR) can receive results within the first 1-2 weeks from the date an individual was fingerprinted at the earliest; however, it can take **30-45 days** for BCI to process and mail the results. A background check coordinator may inquire on background check results that have not yet been received by the team once the 30-day processing window has surpassed. Please review the instructions below for guidance.

BCI/FBI completed within 1-6 months:

We ask that the individuals call BCI at **877-224-0043** to confirm when/where the results were sent before reaching out to OHR to inquire about the status of their results. Individuals are unable to issue a reprint on their own. BCI requires the recipient (OHR) to call with either the full SSN or complete transaction number for any reprint requests.

Correct Address Confirmed: If the individual has confirmed that the results were mailed to the correct address of 1590 North High St., Suite 300, Columbus, OH 43201, have him/her contact OHR at HR-backgroundchecks@osu.edu with either the full SSN or transaction number. From there, a background check coordinator can contact BCI to issue a reprint.

Incorrect Address Confirmed: If the individual has confirmed that the results were **not** mailed to the correct address S/he will need to request a copy be sent using the **BCI request form** located [HERE](#). 30 days after the original background check the fee is **\$8.00** and is payable by check or money order **only Treasurer, State of Ohio**. The request must be received within 11 months of the original fingerprint submission in order to have time to process before the background check expires.

The **request form and payment** can be mailed to the following:

Ohio Bureau of Criminal Investigation
PO Box 365
London Oh 43140

BCI/FBI completed within 6-12 months:

OHR will not be able to request a reprint on the individual's behalf due to the time lapsed and individual will need to follow the BCI request form instructions supplied above.

BCI/FBI completed 12+ months:

A reprint for a background check result cannot be issued if the individual was fingerprinted over one year ago. BCI will purge the results. The individual will need to be fingerprinted.

Kind Regards,

The Background Check Team, HR Connection

