

109:5-1-01

**Procedure for requesting criminal records.**

- (A) Any person may obtain information concerning the criminal record of any other person maintained at the bureau of criminal identification and investigation by submitting the following:
- (1) The complete name, current address, and other identifying characteristics of the individual whose records are sought;
  - (2) A complete set of fingerprints of the individual whose records are sought;
  - (3) The signed consent of the individual whose records are sought;
  - (4) A ~~business~~ check, money order, or electronic payment in the amount of twenty-two dollars made payable to the "Treasurer of State of Ohio." Law enforcement officers as defined in ~~division (K)~~ of section 2901.01 of the Revised Code will be exempt from this fee.
- (B) The foregoing shall be submitted to the bureau of criminal identification and investigation in one of the following ways:
- (1) Through the mail to the "Bureau of Criminal Identification and Investigation, P.O. Box 365, London, Ohio 43140."
  - (2) Electronically in a format designated by the superintendent.
- (C) "Other identifying characteristics" means date of birth, social security number, height, weight, sex, race, and nationality.

Effective:

Five Year Review (FYR) Dates: 10/31/2012

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Certification

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Date

Promulgated Under: 119.03  
Statutory Authority: R.C. 109.57(E)  
Rule Amplifies: R.C. 109.57(E)  
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