

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 check, money order, or electronic payment in the amount of ~~twenty-two~~thirty-five dollars made payable to the "Treasurer of State of Ohio." Law enforcement officers as defined in 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: 11/11/2020

Certification

Date

Promulgated Under: 119.03
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