

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 fee~~ fee in the amount of ~~fifteen dollars~~ twenty-two dollars and fifty cents payable remitted to the bureau of criminal identification and investigation. Effective fiscal year 2006, the superintendent may increase biennially the payment amount for inflation by a reasonable percentage not to exceed the consumer price index prepared by the bureau of labor statistics of the United States department of labor. Law enforcement officers as defined in division (K) of section 2901.01 of the Revised Code will be exempt from this fee.

The superintendent of the bureau of criminal identification and investigation may determine the means by which a fee is remitted and any alternate plans or methods of payment.

(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:

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Certification

Date

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