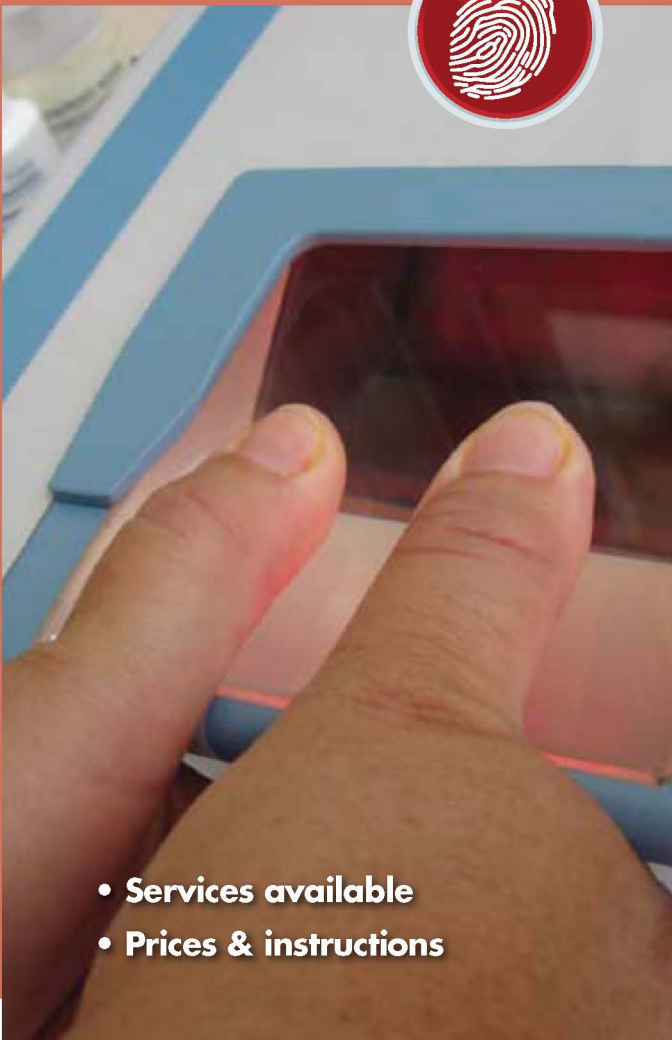


A source  
for

# Electronic Fingerprinting



- **Services available**
- **Prices & instructions**

## When a Background Check is Required

Many Ohio employers, public and private, are required to perform background checks on new hires and individuals obtaining professional licenses. The Bureau of Criminal Identification and Investigation (BCI), which is part of the Attorney General's Office, completes such background checks by comparing fingerprints received against a database of criminal fingerprints to determine if there is a criminal record.



Washington Township assists with the process by providing electronic fingerprinting and submitting prints to BCI through the WebCheck system.

### Two Types of Background Checks

Washington Township provides fingerprints for two types of background checks handled by BCI:

- BCI - a state-wide background check of all Ohio jurisdictions
- FBI - a background check for all 50 states, offered in partnership with the FBI

### Who is Eligible?

Fingerprinting is available for any Ohio resident. Non-residents are charged for the service, while residents of Centerville/Washington Township receive the service free or for a reduced fee.



Provided at the Washington Township  
Government Center, Montgomery  
County, Ohio.



# Background Checks & Fingerprinting

## Steps to Take

- 1** Call the Washington Township Government Center at 937-433-0152 to arrange an appointment. Fingerprint appointments take about 15 minutes.
- 2** Collect the following and bring it with you to your appointment:
  - Drivers License or state photo ID
  - Proof of address, such as a utility bill, if your driver's license or state ID does not reflect the correct address
  - Forms required by the employer or licensing board (if applicable)
  - Address where the background check should be mailed
  - Form of payment (if required)
- 3** At the appointment, provide the documents and complete a fingerprint application. Plan on the appointment taking about 15 minutes.
- 4** Township staff will take a digital image of fingerprints and send them to the Ohio Bureau of Criminal Identification and Investigation (BCI) for a records search.

## Please Note

When medical conditions such as psoriasis or eczema affect fingertips, it may be difficult to scan prints, so allow extra time.



## The Results

Results of fingerprinting are sent directly to the employer or licensing bureau and can take up to 30 days. If you would like to confirm that they have been mailed, call the Washington Township Government Center at least 10 business days after your appointment at 937-433-0152.

## Services We Do Not Provide ...

- Background checks for immigration, work visa, or for purposes not mandated by the state of Ohio. Information can be obtained from the FBI 304-625-3878 or [www.fbi.gov](http://www.fbi.gov)
- Rolled fingerprints which are done with ink on a white fingerprint card. If you've been given a card imprinted with small boxes for each fingerprint, rolled fingerprints are required. Contact the Miami Valley Regional Crime Lab, 361 W. Third St., at 937-225-4990 or the Warren County Sheriff's Office, Lebanon, at 513-695-1280.

# Fingerprint Services & Pricing\*

## 1 BCI – Ohio Bureau of Criminal Identification & Investigation Fingerprints

Centerville/Washington Twp. Residents: \$22

Non-residents: \$43

## 2 FBI – Federal Bureau of Investigation Fingerprints

Centerville/Washington Twp. Residents: \$46

Non-residents: \$50

## 3 Both BCI & FBI Fingerprints

Centerville/Washington Twp. Residents: \$68

Non-residents: \$93



## How to Pay

Pay by cash, VISA, MasterCard, or a check made out to: Washington Township Trustees

\* Washington Township reserves the right to increase prices at any time.





To schedule an appointment for  
an electronic fingerprint scan,  
call 937-433-0152

**Appointments are Available:**

1:00 pm – 4:00 p.m.  
Monday through Friday



**Washington Township  
Government Center**

8200 McEwen Road  
Dayton, Ohio 45458

[www.washingtontwp.org](http://www.washingtontwp.org)

**The Bureau of Criminal  
Identification and Investigation**

BCI provides general information about  
fingerprints and background checks:

[www.attorneygeneral.gov](http://www.attorneygeneral.gov)

(877) 224-0043

Provided at the Washington  
Township Government  
Center, Montgomery County

