

## **BCI BACKGROUND CHECK INFORMATION FOR GUARDIANSHIP AND ADULT NAME CHANGE APPLICANTS**

**DO I NEED TO SUBMIT A BCI BACKGROUND CHECK?** You must submit an Ohio Bureau of Criminal Identification and Investigation (“BCI”) background check if:

1. You are a resident of Ohio; **and**
  2. You are filing an application for guardianship of an adult or minor; **or**
  3. You are filing an application for name change of an adult.
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### **REQUESTING A BCI BACKGROUND CHECK**

**How do I request a BCI background check?** To request a background check, you must visit a provider in this state and ask for a Request for a Background Check. You must complete the Request and submit it to the provider. A sample Request is on the following page.

**Where can I request a BCI background check?** A list of local providers is on the following pages. Additional providers are listed on the Ohio Attorney General's website. Many of these providers require that you call first to schedule an appointment.

**How much does it cost to request a BCI background check?** The fee for a background check is typically \$30 - \$40. Many providers require that you pay this fee in cash.

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### **SUBMITTING A BCI BACKGROUND CHECK**

**How do I submit my BCI background check to the Probate Court?** The Request for a Background Check will ask where you would like your background check to be mailed. Please answer that you would like for your background check to be mailed to:

Montgomery County Probate Court  
41 North Perry Street, Second Floor  
Dayton, Ohio 45422

**How long will it take for the Probate Court to receive my BCI background check?** Your background check should arrive at the Probate Court within 3 – 30 days. When it arrives, it will be filed in your case.

**Can I file my application for guardianship or application for name change before the Probate Court receives my BCI background check?** Yes. You may file your application before **or** after the Probate Court receives your background check. However, please keep in mind that the Court cannot grant your application until it has received your background check. You may call the Court at 937-225-4640 to ask whether it has received your background check.

**PLEASE NOTE: If you are not a resident of Ohio, you must submit a criminal background check completed by law enforcement in your state of residence.**

# REQUEST FOR A BACKGROUND CHECK VIA ELECTRONIC FINGERPRINTING

BCI ONLY

FBI ONLY

BCI & FBI

## Personal Information

Name John Doe Address 123 Street

Date of Birth 1/1/1965 SSN XXX-XX-XXXX Address \_\_\_\_\_

Phone # 937-555-5555 City Dayton

Email JohnDoe@email.com State Ohio Zip 45402

Race:  Asian or Pacific Islander  African American  Caucasian or Hispanic Descent  
 Middle Eastern  Native American  Other

Reasons for background check: BCI: Other (applying for guardianship)/  
Other (applying for name change) FBI: \_\_\_\_\_

## Name & Address for results to be mailed:

Montgomery County Probate Court  
41 N. Perry Street, Second Floor  
Dayton, Ohio 45422  
\_\_\_\_\_

## Direct copy to (circle only one)

BMV Dealer Licensing  
Ohio Dept. of Education  
Ohio Board of Nursing  
Ohio Dept. of Public Safety  
Ohio Dept. of Liquor Control  
Ohio State Racing Commission  
Ohio Department of Insurance  
Respiratory Care Board  
None

I certify that the personal identifiers provided on this form are accurate and I voluntarily and knowingly authorize the Ohio Bureau of Criminal Identification and Investigation to conduct a criminal records check for the information relating to me. I also voluntarily and knowingly authorize BCI&I to disseminate criminal arrest, conviction and juvenile delinquency adjudication records to the parties indicated above. I voluntarily and knowingly release and discharge the Ohio Attorney General's Office, BCI&I and their employees and the License Bureau and their employees for all claims and liability related to this authorized criminal record review and dissemination.

John Doe  
Applicant's Name (please print)

\_\_\_\_\_  
Parent/Guardian's Name (if applicant is minor)

John Doe 1/1/2017  
Applicant's Signature Date

\_\_\_\_\_  
Parent/Guardian's Signature (if applicant is minor)

**Important Notice:** By signing this form the Applicant acknowledges that all information on this form is accurate. Any mistakes or errors on this form are the responsibility of the Applicant if a background check must be resubmitted for incorrect information Applicant agrees that an additional fee will be charged.

\_\_\_\_\_  
Witness's Name (please print)

\_\_\_\_\_  
Witness's Signature

## For Official Use Only

### Identification presented:

DL \_\_\_\_\_ state: \_\_\_\_\_ DL# \_\_\_\_\_ Exp. Date \_\_\_\_\_ (cannot be expired)  
 ID \_\_\_\_\_ state: \_\_\_\_\_ ID# \_\_\_\_\_ Exp. Date \_\_\_\_\_ (cannot be expired)  
 Passport \_\_\_\_\_ Country \_\_\_\_\_ Exp. Date \_\_\_\_\_ (cannot be expired)  
Webcheck # \_\_\_\_\_ Date \_\_\_\_\_

## LIST OF LOCAL BCI BACKGROUND CHECK PROVIDERS

<b>Centerville License Bureau</b> 104 West Spring Valley Road Centerville, Ohio 45458 (937) 435-5970	Mon. – Fri.	9:00 a.m. – 4:00 p.m.
<b>Clayton License Bureau</b> 8389 North Main Street Dayton, Ohio 45415 (937) 454-5222	Mon. – Fri. Sat.	8:00 a.m. – 5:00 p.m. 8:00 a.m. – 2:00 p.m.
<b>Dayton Police Department</b> 335 West Third Street Dayton, Ohio 45402 (937) 333-1049	Mon. – Fri.	8:00 a.m. – 10:00 a.m.
<b>Huber Heights License Bureau</b> 6134 Chambersburg Road Huber Heights, Ohio 45424 (937) 233-7211	Mon. – Tues. Thurs. – Fri. Wed. Sat.	8:00 a.m. – 5:00 p.m. 8:00 a.m. – 6:00 p.m. 8:00 a.m. – 2:00 p.m.
<b>Kettering Police Department</b> 3600 Shroyer Road Kettering, Ohio 45429 (937) 296-2580 (937) 296-2555	Tues. – Fri.	9:00 a.m. – 3:00 p.m.
<b>Miamisburg Police Department</b> 10 North First Street Miamisburg, Ohio 45342 (937) 847-6617	Tues., Thurs.	10:00 a.m. – 12:00 p.m.
<b>Montgomery County Job &amp; Family Services (The Job Center)</b> 1111 South Edwin C. Moses Blvd. Dayton, Ohio 45408 (937) 225-5627	Mon – Fri.	8:00 a.m. – 5:00 p.m.
<b>Montgomery County Sheriff's Office</b> 345 West Second Street Dayton, Ohio 45422 (937) 225-5005	Mon. – Fri.	8:00 a.m. – 3:00 p.m.
<b>Moraine Police Department</b> 4200 Dryden Road Moraine, Ohio 45439 (937) 535-1163	Mon. – Thurs.	9:00 a.m. – 3:00 p.m.

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**Trotwood License Bureau**500 East Main Street  
Trotwood, Ohio 45426

(937) 837-0242

Mon. – Fri.

8:00 a.m. – 5:00 p.m.

Sat.

8:00 a.m. – 12:00 p.m.

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**West Carrollton License Bureau**1162 East Dixie Drive  
West Carrollton, Ohio 45449

(937) 866-9511

Mon.

8:00 a.m. – 5:00 p.m.

Wed. – Fri.

Tues.

8:00 a.m. – 6:30 p.m.

Sat.

8:00 a.m. – 2:00 p.m.