



Police Department

Request for Background Check

BY APPOINTMENT ONLY

CALL 614.855.8576

Type of Check: (This is required information)

- Digital BCI Digital FBI Digital BCI/FBI
 Card FD-258 – Do not use this form. Complete card in black ink. DO NOT sign the card.

Name:		DOB:	
Address:		SSN:	
City, State, Zip:			
Phone:		Email Address:	
Have you lived in Ohio more than 5 years? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Direct Copy of Results to: (Circle Only One)			
BMV Dealer License	BMV Deputy Registrar	Child Care Center – Type A - ODJFS	
Dietetic Board	Lottery Commission	Ohio Board of Nursing	
Construction Board	Ohio Dept. of Education	Ohio Dept. of Insurance	
Ohio Dept. of Liquor Control	Ohio Dept. of Public Safety	OPOTA	
Ohio Board Pharmacy	Ohio State Racing Commission	Respiratory Care Board	
Social Work Board	Occupation or Physical Therapy, Athletic Training	Ohio Medical Board	
Orthotics Board	NONE		
If "NONE" mail results to: (Name and Address)			
ORC Reason Code: (see "Reason Codes" link on webpage)		ORC Number(s) Only	

NOTE: OUR AGENCY DOES NOT HAVE INFORMATION ON TYPE OF ORC PRINTS NEEDED. THIS INFORMATION MUST BE PROVIDED BY YOU.

Remember to Bring:

- **This form completed in its entirety (if applicable)**
- **Valid Driver's License**
- **Payment: Exact Cash, Check or Money Order (No Debit or Credit Cards Accepted)**
- **Card FD-258 (if applicable) printed in black ink**

Hours by Appointment Only	
Monday	9:00 am – 8:00 pm
Wednesday	9:00 am – 1:30 pm
Saturday	8:00 am – 12:00 pm

Pricing			
City of New Albany Resident or Employed within City Limits		Non-Resident and not Employed within City Limits	
FD-258 Card	No Charge	FD-258 Card	\$10.00 per Card
BCI Electronic	\$25.00	BCI Electronic	\$35.00
FBI Electronic	\$30.00	FBI Electronic	\$40.00
Both BCI/FBI	\$55.00	Both BCI/FBI	\$75.00