



Police Department

## Request for Background Check

**BY APPOINTMENT ONLY**  
**CALL 614.855.8576**

Type of Check: (This is required information)

Electronic BCI       Electronic FBI       Electronic BCI/FBI       Card FD-258

<b>Name:</b>		<b>DOB:</b>	
<b>Address:</b>			<b>SSN:</b>
<b>City, State, Zip</b>			
<b>Phone:</b>		<b>Email Address:</b>	
<b>Have you lived in Ohio more than 5 years?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>Direct Copy of Results to: (Circle Only One)</b>			
BMV Dealer License	BMV Deputy Registrar	Child Care Center – Type A - ODJFS	
Dietetic Board	Lottery Commission	Ohio Board of Nursing	
Ohio Construction Board	Ohio Dept. of Education	Ohio Dept. of Insurance	
Ohio Dept. of Liquor Control	Ohio Dept. of Public Safety	OPOTA	
Ohio Pharmacy Board	Ohio State Racing Commission	Respiratory Care Board	
Social Work Board	NONE		
<b>If "NONE" then Name and Address to be mailed:</b>			
<b>Reason: (i.e. type of employment, schooling, etc.)</b>			

**Remember to Bring:**

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

### Hours by Appointment Only

<b>Tuesday</b>	9:00 am – 8:00 pm
<b>Wednesday</b>	9:00 am – 1:30 pm
<b>Saturday</b>	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