



# FINGERPRINT CARD SCANNING PROCEDURE

NBCI: 877-932-2435 (questions regarding procedure)  
BCI&I: 877-224-0043 (questions regarding results)

National Background Check, Inc. can scan and digitize BCI and/or FBI fingerprint cards for Ohio legislative reasons and transmit the data and fingerprints electronically to the Ohio Bureau of Criminal Identification & Investigation (BCI&I). Cards are processed and transmitted within 24 hours of receipt.

**You must submit this form with each mailing to ensure accuracy of the response**

To take advantage of the NBCI Fingerprint Card Scanning service, please follow the below procedure:

- 1. Continue getting your ink-rolled or livescan rolled fingerprints onto the fingerprint card(s).**
- 2. Complete all necessary fields on the fingerprint card and make sure the applicant signs the card.**
- 3. Indicate number of card(s) in each section and name(s) on card(s).** *Note: A civilian (BCI) fingerprint card can only be used for Ohio BCI transactions. A FBI fingerprint card can be used for either a BCI or FBI transaction. If you are submitting a combined BCI/FBI for one person, two fingerprint cards are required (one BCI card and one FBI card or two FBI cards).*
- 4. Include payment** (see bottom of page for payment options).

• **Total BCI Cards** \_\_\_\_\_ **X \$40.00 =** \_\_\_\_\_

Name(s): 1) \_\_\_\_\_ 4) \_\_\_\_\_  
2) \_\_\_\_\_ 5) \_\_\_\_\_  
3) \_\_\_\_\_ 6) \_\_\_\_\_

• **Total FBI Cards** \_\_\_\_\_ **X \$50.00 =** \_\_\_\_\_

Name(s): 1) \_\_\_\_\_ 4) \_\_\_\_\_  
2) \_\_\_\_\_ 5) \_\_\_\_\_  
3) \_\_\_\_\_ 6) \_\_\_\_\_

• **Total combined BCI/FBI submissions** \_\_\_\_\_ **X \$70.00 =** \_\_\_\_\_

Name(s): 1) \_\_\_\_\_ 4) \_\_\_\_\_  
2) \_\_\_\_\_ 5) \_\_\_\_\_  
3) \_\_\_\_\_ 6) \_\_\_\_\_

(If more space is needed, please list additional names on the back of this form)

**5. Complete the below submission information** (person sending the card)

Submitters Name \_\_\_\_\_ Submitters phone number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Submitters e-mail Address: \_\_\_\_\_ @ \_\_\_\_\_

**6. Results will be delivered by U.S. mail from BCI&I to:**

Company: \_\_\_\_\_  
Attention: \_\_\_\_\_  
\_\_\_\_\_  
Address City State Zip

**7. Please select the Ohio legislative reason for fingerprinting:**

- Responsible for care, custody, control of children  Required for licensing/permit: \_\_\_\_\_  
 Responsible for direct care of elderly  Other: \_\_\_\_\_

**8. Mail the fingerprint card(s) and this procedure form to:**

NATIONAL BACKGROUND CHECK, INC.  
ATTN: FINGERPRINT CARD SCANNING DIVISION  
1486 BETHEL RD.  
COLUMBUS, OH 43220

PLEASE SELECT ONE OF THE BELOW OPTIONS FOR PAYMENT:

- CHECK: Made payable to **NBCI or National Background Check, Inc.**  
 DIRECT BILL: \_\_\_\_\_ (for those sending us 50+ cards per year - account setup required)  
(Direct Bill Account Company Name)  
 CREDIT CARD: (VISA, MasterCard, American Express)

Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Name as it appears on card: \_\_\_\_\_ CVV Code/Security Code \_\_\_\_\_  
I authorize National Background Check, Inc. to charge the above credit card for fingerprint card processing.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_