

## Background instructions for an Out of State Applicant

To obtain the required Ohio BCI Background click the below link:

**[Fast Fingerprints Online Registration](#)**

Please follow these directions for an Out of State Applicant

1. Select - I DO NOT HAVE A CODE
2. Select Ohio BCI and/or FBI Background Check
3. Then select BCI Fingerprint Background Check - A State of Ohio fingerprint background
4. In the BCI Reason Search Box type other and select Search
5. In the Reason Box type - Required for City License
6. Press the Select button and then NEXT Button
7. Then check the box; I would like my results sent to another agency/organization/  
individual and enter our address listed below:  
**City of Columbus License Section**  
**4252 Groves Road**  
**Columbus, Ohio 43232.**
8. Select Next and please choose how you will send us your fingerprints and select next
9. Follow the directions on picking a location near you or fill in the Applicant Information  
if you choose to mail in a fingerprint card. (The mail in process can take longer)

Contact our office at 614-645-8366 if you need further assistance.

