

BCI Out-of-State Background Check Procedures (Electronic)

Ohio BCI has a pilot program with FastFingerprints, a National Background Check company, to submit electronic out-of-state fingerprints directly to Ohio BCI.

1. Visit <https://register.fastfingerprints.com/oagbci08262024>
2. Select: I DO NOT HAVE A CODE
3. Select: Ohio BCI and/or FBI Background Check
4. Select: BCI Fingerprint Background Check
5. Search or scroll down to: NO ORC – Other. In the Reason box, type “Required for City License”. Click “Select” and click “Next”
6. Check the box next to “I would like my results sent to another agency/organization/individual” and type in the below information:

City of Columbus License Section

4252 Groves Rd

Columbus, OH 43232

Click “Next”

7. Select: Schedule a Fingerprint Appointment and click “Next”
8. Follow prompts to find a location and schedule your fingerprint appointment