

DMVQ PRINTABLE CHECKLIST

# BCI/FBI WebCheck Checklist





Use this before WebCheck fingerprinting for an eligible background-check request.



Scan for the full web guide

BRING THESE

## Bring the requesting organization's details

-  **Government photo ID**  
Staff must verify your identity before fingerprinting.
-  **Agency instructions**  
Bring the reason code, recipient, direct-copy instructions, or agency form.
-  **BCI, FBI, or both**  
The employer, school, licensing board, or agency should tell you which check is required.
-  **Payment**  
Fees depend on the background-check type and current processing charges.

DECISION POINT

## Know the check type

- BCI**  
Ohio criminal-record check.
- FBI**  
National fingerprint-based check for eligible purposes.
- Both**  
Required when the requesting organization needs Ohio and national results.

AT THE VISIT

## Simple steps

- 1 Confirm BCI, FBI, or both with the requester.
- 2 Bring the correct code, recipient, or form.
- 3 Bring ID and payment.
- 4 Complete digital fingerprinting at the counter.

## Avoid a return trip

Do not guess the reason code.

Do not arrive without requester instructions.

For personal-use FBI checks, follow the FBI's direct process.

For illustrative purposes only. This DMVQ guide is a plain-language planning aid. Requirements, fees, and eligibility are subject to change and may not reflect the most up to date information. Verify current requirements at [bmv.ohio.gov](http://bmv.ohio.gov) or call an official DMV or BMV office before visiting.

### OFFICIAL SOURCES

- Ohio Attorney General background checks
- Ohio Attorney General WebCheck

### UPDATED JUNE 2026

AKR-DMVQ-BCIFBI Rev 06/2026  
Web guide: [dmvq.com/bci-fbi-webcheck](http://dmvq.com/bci-fbi-webcheck)  
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