

Fingerprinting Procedure for Driving Instructors

Every prospective Driving Instructor is required to submit fingerprints to the Ohio Bureau of Criminal Identification and Investigation (BCI & I) for a criminal background check. There are two ways to complete the process:

Option 1 – Takes 2-3 days

Go to one of the National Background Check, Inc. offices located across Ohio for fingerprinting. This information can be found at www.OhioFingerprints.com or by calling 1-877-932-2435. They will electronically scan your fingerprints and forward the results of the background check directly to the school. Results are processed within two business days, provided there is no criminal history in your background. Criminal histories take 3-10 days to process. The background check results will be matched up with your application we have in the OTSO office.

Option 2 – Takes approximately 30 days or more

Obtain a Civilian Fingerprint Card from BCI & I in London, Ohio. Contact your local police department about their available fingerprint times. After obtaining your fingerprints on the card, mail it to the Ohio BCI & I address on the back of the card. When the criminal abstract arrives in the mail, include it in your application and mail it to the ODPS address listed on the Instructor or Enterprise Application form.

To obtain Civilian Background Check Fingerprint Card (BIM 12/98) – blank form

Send a written request with payment to:

Bureau of Criminal Identification & Investigation
Attn: Fiscal Section
P.O. Box 365
London, OH 43140
740-845-2375

Quantities Available :

20 = \$2.00

50 = \$5.00

100 = \$10.00