

Request for Background Check via Electronic and Ink Fingerprinting

Please print and fill out the information before coming into our office.

Background Checks are available Monday - Friday, 10:30 am to 1:30 pm.

Prior to processing webcheck, all costs must be paid by check or money order made out to Village of Holland.

BCI
 FBI
 BCI and FBI
 INK PRINTS

Personal Information (please print)

Name _____
 Social Security Number _____
 Date of Birth _____
 Type of Photo ID and ID # _____

Address _____
 City _____
 State, Zip Code _____
 Telephone # _____
 Ohio Resident Yes No

Complete this portion only if an FBI background check is needed.

Gender	Race	Height	Weight	Eyes	Hair

Mail results to:

Company _____
 Attention _____
 Address _____
 City, State, Zip _____
 Telephone # _____

Reason for background check: (Be Specific)

FBI ORC # _____

BCI ORC # _____

BCI \$37.00 FBI \$40.25 BCI and FBI \$62.25
 No Charge for Holland Village Residents & Law Enforcement
 BCI Springfield Schools & Holland Village Business \$27.00
 FBI Springfield Schools & Holland Village Business \$30.25
 BCI/FBI Springfield Schools & Holland Village Business \$52.25

Ink Rolled 2 Cards \$40.00. Holland Village Business \$30.00
 Ink Rolled \$10.00 each additional card.

All costs must be paid by check or money order to
 Village of Holland prior to processing webcheck.

Direct Mail Options (Circle Only One)

NONE	
OH Dept of Agriculture - Hemp	BMW Dealer Licensing
OH Dept of Education	BMW Deputy Registrar
OH Dept of Liquor Control	Child Care Center - Type A - ODJFS
OH Medical Board	Commerce - Medical Marijuana Control Program
OH Dept of Insurance	Construction Board
OH Board of Nursing	Lottery Commission
OH Pharmacy Board	Occupational or Physical Therapy, Athletic Training Board
OH Dept of Public Safety - PI / SG	OPOTA Ohio Peace Officer Training Academy
OH Racing Commission	Social Worker Board
OH Division of Real Estate & Prof Licensing	State Speech & Hearing Professionals Board
OH Veterinary Medical Licensing Board	State Vision Professionals Board

By signing this form the applicant acknowledges that all information on this form is accurate. Any mistakes or errors on this form are the responsibility of the applicant. I voluntarily and knowingly release and discharge the Ohio Attorney General's Office, BCI, the FBI and their employees, the Village of Holland and their employees, from all claims and liability related to this authorized criminal record review and dissemination. This authorization and waiver is valid for one year from the date this background check was conducted.

Applicant's Name (print) _____ Date _____

Applicant's Signature _____

Parent / Guardian Name (minor applicants only) _____

Parent / Guardian Signature (minor applicants only) _____

	Fee collected by _____	Method of Payment & Number _____	Amount Paid _____	Receipt Number _____
	Service completed by _____		Date _____	



NONCRIMINAL JUSTICE APPLICANT'S RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be notified by the requesting agency that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.¹

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.²

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/compact-council/guiding-principles-noncriminal-justice-applicants-privacy-rights>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

If you need additional information or assistance, please contact the Identification Quality Assurance Unit at 740-845-2113 or NationalWebcheck@ohioattorneygeneral.gov.

¹ See 28 CFR 50.12(b).

² See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).