INSTRUCTIONS FOR COMPLETING CIVILIAN BACKGROUND CHECK
(FINGERPRINT CARD)

The card must be completed by your local law enforcement agency and returned to the Bureau of Motor Vehicles, Dealer Licensing Section with the processing fee. **Do not send the fingerprint card directly to B.C.I. & I.** Acceptable fingerprint card(s) may be obtained only by contacting the Dealer Licensing Section at (614) 752-7636.

The following sections of the fingerprint card must be completed:

1) Applicant’s home address, including city, state and zip code
2) Date fingerprints were taken
3) Signature of person taking the fingerprints
4) Applicant’s full name
5) Applicant’s date of birth
6) Applicant’s social security number
7) Applicant’s driver license or state ID number
8) Complete set of fingerprints. Prints must be clear, rolled nail to nail, and cannot be too light or dark. Only black ink may be used.
9) Applicant’s signature, and the date the card is signed
10) Name of person witnessing applicant’s signature of waiver
11) Signature of witness