



Anderson Township

7850 Five Mile Road
Anderson Township, Ohio 45230-2356

513.688.8400
AndersonTownshipOH.gov
AndersonCenterEvents.org

Township Trustees

Joshua S. Gerth
R. Dee Stone
J. Lexi Lausten

Fiscal Officer

Kenneth G. Dietz

Township Administrator

Vicky L. Earhart

Assistant Township Administrator for Human Resources

Suzanne M. Parker

Assistant Township Administrator for Operations

Steve E. Sievers, AICP

Fire Chief

C. Richard Martin, II

Planning & Zoning Director

Paul J. Drury, Jr., AICP

Public Works Director

Eric J. Luginbuhl

Sheriff's District 5

Lt. Dan McElroy
District Commander
513.474.5770

Law Director

Margaret W. Comey
513.688.8433

Instruction Sheet for Ohio Attorney General Background Check

January 6, 2023

The following procedure can be utilized to obtain the **required** Bureau of Criminal Identification background check (BCI) from the Ohio Attorney General's Office.

- 1) Go to website: <http://www.ohioattorneygeneral.gov/Business/Services-for-Business/Webcheck>
- 2) This provides a list of agencies/locations that can conduct the background check in alphabetical order by county.
- 3) Once you have selected a location or agency from the list, you will need to contact the agency/location and make the necessary arrangements for the background check to be conducted.

Additional Information:

- * It usually takes 1 – 2 weeks to obtain a report, so do not wait to request a report.
- * There is a fee for the background check in addition to the fee that is charged by the location that you choose from the county list, which latter fee is set by the location selected so it would be wise to shop around for prices, if that is a concern.

Should you have any questions or problems with this process, feel free to contact Lisa Farrar (513) 688-8400 lfarrar@andersontownshipoh.gov or Battalion Chief Mike Meiners at (513) 678-4248 or mmeiners@andersontownshipoh.gov