



# Anderson Township

7850 Five Mile Road  
Anderson Township, Ohio 45230-2356

513.688.8400  
AndersonTownshipOH.gov  
AndersonCenterEvents.org

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Lt. Dan McElroy  
District Commander  
513.474.5770

#### Law Director

Margaret W. Comey  
513.688.8433

### Instruction Sheet for Ohio Attorney General Background Check

July 5, 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](mailto:lfarrar@andersontownshipoh.gov) or Battalion Chief Mike Meiners at (513) 678-4248 or [mmeiners@andersontownshipoh.gov](mailto:mmeiners@andersontownshipoh.gov)