



BCI/FBI Background Checks for all Applicants

Please note you will need a state issued ID and payment as noted below unless otherwise stated. You should have your BCI and or FBI results mailed to you and Heath Fire Dept. (Attention to the Fire Chief). *Exception would be state application requiring results be submitted directly to an agency. Example: State Medical Board Application.

We have listed below the local institutions that do fingerprints for both BCI and FBI **(be sure to have your driver's license with you):**

Licking County Educational Services – 145 N. Quentin, Newark - BCI & FBI Background Check 740-349-6084 or 349-6087 Monday through Friday Closed Holidays	(located on the 3rd floor) Hours: 9:00 a.m. to 11:00 a.m. (Appointment Only) 1:00 p.m. to 3:30 p.m. (Walk-ins)	\$65 (BCI & FBI) \$35 (BCI only) \$35 (FBI only) Cash, Check, or Money Order ONLY.
Newark Police Department - 59 South Fourth Street, Newark - BCI & FBI Background Checks 740-670-7200	Hours: 8 a.m. to 3:30 p.m. (located in the receptionist area)	\$25 (BCI Only) \$60 (BCI & FBI) CASH ONLY
Licking County Sheriff's Office - 155 East Main Street, Newark - BCI & FBI Background Checks 740-670-5508	Hours: Wed & Thurs 12:00 p.m. to 3:45 p.m.	\$60 (both BCI & FBI) \$30 (BCI only) \$30 (FBI only) Call for payment options.
COTC -1179 University Drive, Newark –BCI & FBI Background Checks 740-366-9237	Hours: Mon-Fri 9 a.m. to 5 p.m. 1) Pay fee at the Gateway in Hopewell Hall 2) Take paid receipt to the Security Department located in the Warner Center.	\$60 (both BCI & FBI) \$25 (BCI only) \$35 (FBI only) Call for payment options.

PRICES ARE SUBJECT TO CHANGE FOR ANY OF THESE LOCATIONS.

If you choose a different location other than the above listings, please call ahead to make sure the location does both BCI and FBI checks.
