BUREAU OF CRIMINAL INVESTIGATION AND
FBI FINGERPRINT RECORD CHECK PROCEDURES

Contact one of the following agencies to set up a time to get fingerprints taken:

- **Sandusky County CASA**
  500 W. State St., Suite D, Fremont, OH 43420, 419-355-1442
  (BCI: $35 per set of prints) They will not do FBI.

- **Sandusky County Sheriff’s Office**
  2323 Countryside Dr., Fremont, OH 43420, Records Office, 419-334-6448, No appt needed but only done Mon, Tues, Thurs 1p-3p or Tues, Wed, Thurs, 8:30a-11:30a, They take a money order or cash, no personal checks. (BCI: $45, FBI: $45, Both: $90)

- **Clyde Police Department**
  222 N. Main St., Clyde, OH 43410, 419-547-6367. Hours 7:00 a.m. -3:00 p.m. Call in advance. Pay with a check or cash at the time of printing and an ID. (Clyde Resident- Both: $51, BCI: $27, FBI: $29; Non Clyde Resident- Both: $91, BCI: $67, FBI: $69)

- **Ohio Attorney General BCI**
  1616 E. Wooster St., Bowling Green, OH 43402, 419-353-5603. Walk-in Monday and Friday 1:00 p.m. – 3:00 p.m. They will only accept a Money Order or Business Check made out to Treasurer State of Ohio. (BCI: $22, FBI: $24, Both: $46)

- **Huron Co. Sheriff’s Office**
  255 Shady Lane, Norwalk, OH 44857, 419-663-2828. Prints are taken Tuesday, Wednesday, Thursday, 8:00am to 3:30pm. Must be Ohio resident for 5 years. Money Order or Cashiers check made out to Huron Co. Sheriff’s Office. (BCI: $25; FBI: $30; Both $55)

- **Ottawa Co. Sheriff’s Office**
  Contact Deputy Rhonda St. Clair, 419-734-6823. Prints are taken by appointment only, Monday – Friday, 8:00am – 4:30 pm. Payments much be Cash or Money Order to Ottawa Co. Sheriff’s Office.
  (BCI: $30; FBI: $40; Both: $70)

- **Fremont BMV, (BCI and FBI for $61.)**

- **EHOVE in Milan, OH. (BCI and FBI $55 for both)**

**REASON FINGER PRINTED:** 2151.86 (foster / adoption / kinship caregiver)

Complete list of all Ohio Web Check Locations:
https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing