



## Ohio Criminal Records

To obtain a criminal record from the state of Ohio, please follow the steps listed below.

1. A **clear** fingerprint (all ten fingers) of the person being searched must be placed on a special fingerprint card in the appropriate places provided. Note: A copy of the card **will not** be accepted.
2. Complete the release form on the reverse side of the fingerprint card. The individual being searched **must** sign.
3. Key in requests for criminal record searches on the computer.
4. Mail the fingerprint card to:  
USIS  
ATTN: Criminal Records Department  
4500 S. 129<sup>th</sup> East Ave., Suite 200  
Tulsa, OK 74134-5885
5. Receive criminal reports on the computer at the specified turnaround time (see Turnaround Schedule).
6. If fingerprint card is needed, please contact USIS at 800-625-5291.