



**MIKE DEWINE**

★ OHIO ATTORNEY GENERAL ★

Civilian Identification  
Office 877-224-0043  
Fax 740-845-2633

P.O. Box 365  
London, OH 43140  
[www.OhioAttorneyGeneral.gov](http://www.OhioAttorneyGeneral.gov)

## **Request for Exemption from Electronic Information Sheet**

### **Instructions:**

Complete exemption form in its entirety.

The following are the **ONLY** accepted reasons for an exemption as of June 1, 2008:

1. Applicant's home address is 75 miles or more from the nearest WebCheck location.
2. Amputations or missing digits (WebCheck 4.0 only).
3. Out-of-state applicant.
4. Poor quality fingerprints (Not able to capture at WebCheck location.) Please provide the name of location where the background check was attempted on the waiver form.
5. BCI/FBI Rejects from original electronic submission. Note: The original reject letter must accompany the fingerprint card(s).
6. Public Housing Organization background checks.
7. Background check is for a military base and is paid for by the federal government.

Waivers of the electronic submission requirement will be evaluated on a submission by submission basis.

No "blanket" or agency-wide waivers will be granted.

Exemption requests that are denied will be returned to the submitting agency. Any card that is submitted without a waiver form will also be returned.



# MIKE DEWINE

★ OHIO ATTORNEY GENERAL ★

Civilian Identification  
Office 877-224-0043  
Fax 740-845-2633

P.O. Box 365  
London, OH 43140  
www.OhioAttorneyGeneral.gov

**Request for Exemption from Electronic Fingerprint Submission Requirement**  
Bureau of Criminal Identification and Investigation  
P.O. Box 365  
London, Ohio 43140

**Instructions:** Please type or print clearly all information. Illegible or incomplete information may result in processing delays or denial of your request. Mail this form, together with your fingerprint card(s), to the above address.

**APPLICANT'S NAME:**

\_\_\_\_\_  
LAST FIRST M.I.

**APPLICANT'S HOME ADDRESS:**

\_\_\_\_\_  
Street City State Zip

**EMPLOYER or LICENSING AGENCY:**

**BASIS FOR EXEMPTION:**

1. No regional access (> 75 miles) to electronic fingerprinting services:  
Nearest electronic fingerprint site: (Refer to public sites listed on the Attorney General's website at <http://www.ohioattorneygeneral.gov/Services/Business/WebCheck>)

\_\_\_\_\_  
Business Name Address

2. Other (see information sheet): \_\_\_\_\_

I request an exemption from the mandatory electronic fingerprint submission requirement. I certify that the information I have provided on this request is true and correct.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

The Ohio Attorney General's Office, Bureau of Criminal Identification and Investigation will evaluate your request and determine if adequate justification exists to accept your fingerprint card(s) in order to process this request for criminal background check information for employment, licensing, certification, child placement, adoption or personal use.