

FINGERPRINT INSTRUCTIONS

Pursuant to Ohio Revised Code Section 2151.86.
Responsible for care, custody, control of children.

TO BE FINGERPRINTED:

Where: Clark County Sheriff's Department, East Office (formerly known as Springview)
3130 E. National Rd.
Springfield, OH 45505
Phone: (937) 328-2669

-or-

Deputy Registrar License Agency
1221 Sunset Avenue
Springfield, OH 45505
Phone: (937) 328-5166

Hours: Monday thru Friday 8:00 A.M. to 3:30 P.M. Monday thru Friday 8:00 A.M thru 5:00 P.M.

Cost: \$40.00 for BCI check – if you have been a resident of the State of Ohio for at least 5 years; OR
\$80.00 for BCI and FBI check if you have not lived in the State of Ohio for 5 years (this includes
\$40.00 for local fingerprints and additional \$40.00 for the FBI check)

Note: Acceptable forms of payment are Money Orders, Cashier's Checks or Certified Bank Checks – no cash or personal checks are accepted.

*** Proof of identification (picture I.D.) is required in order to be fingerprinted.

Please send the results to: Clark County Probate Court
50 E. Columbia St., 5th Floor
Springfield, OH 45502

Legal Practice in the Probate Court is restricted by law to attorneys who are licensed by the Supreme Court of Ohio. If an individual wishes to handle his or her own case, that person may attempt to do so, however due to the complexity of the law and desire to avoid costly errors, most individuals who have matters before the Court are represented by an attorney.

Court employees including the Judge are prohibited by statute from giving legal advice which includes selection and preparation of documents.