

# **SAMPLE ONLY**

LETTER MUST INCLUDE REQUESTORS NAME, SSN, & DATE OF BIRTH

\$8.00 per request. Must Include Money Order, Cashiers Check, or Business Check. No Cash, Personal, Third Party, or Starter Checks are accepted. No exceptions.

Bureau of Criminal Identificaion & Investigation  
Attn: Special Request Desk  
P.O. Box 365  
London, OH 43140

To: BCI&I

I am requesting a copy of my civilian background check report:

Name:  
SSN:  
Date of Birth:

Please send a copy of the report to:  
Gina Thorpe- Extension Scioto County  
OSU Office of Human Resources  
1590 N High St.  
Columbus, OH 43201

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Signature

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Date