

FAST AND ACCURATE CRIMINAL HISTORY FINGERPRINTING SERVICE

THE SUMMIT COUNTY CLERK OF COURTS OFFICE, LOCATED IN THE SUMMIT COUNTY COURTHOUSE – 205 S. HIGH ST., AKRON, OHIO 44308, NOW HAS THE ABILITY TO PERFORM BACKGROUND CHECKS USING AN ELECTRONIC FINGERPRINTING SYSTEM THAT PRODUCES THE CRIMINAL HISTORY MAINTAINED BY THE BCI(Bureau of Criminal Investigation and Identification) and FBI (Federal Bureau of Investigation.)

THE COSTS ARE LISTED BELOW:

- **BCI PRINTS ----- \$32.00**
- **FBI PRINTS ----- \$34.00**
- **BOTH SETS ----- \$60.00**

CHECK LIST FOR QUICK AND EFFICIENT SERVICE

MAKE SURE YOU BRING THE FOLLOWING:

- ✓ Valid government-issued photo ID (drivers license, state id, military id, green card)
- ✓ The address where results need to be sent.
- ✓ **A form of payment**
- ✓ **If you are paying for yourself**, please bring along one of the following payment options: cash, money order or check made payable to Summit County Clerk of Courts, or credit cards- Visa, MasterCard, Discover, or American Express.
- ✓ **If your company is paying for you**, please provide their check or written documentation of the company's name, address and contact person information.
- ✓ Knowledge of what background check(s) your employer is requesting. Along with those items above showing the need for the BCI and/or FBI check.
- ✓ Knowledge of the reason/purpose for the requested background check(s).
- ✓ Having the above items and information readily available will help make your fingerprinting appointment easy and quick.

HOURS OF SERVICE- MONDAY thru FRIDAY 7:30AM to 4:00 PM.