

Instructions for Criminal Clearings

Please have this form with you when you are fingerprinted. Ohio regulations require that these instructions be followed exactly. Fingerprint clearings that do not follow these instructions will need to be re-done.

Things to remember:

- 1) Complete both **FBI** and **BCI** fingerprint clearings.
- 2) Complete the fingerprints **electronically** [do not use ink cards]
- 3) Use the **Adoption Code 2151.86** for the clearings.
- 4) Make sure that the clearing letters are mailed directly to:

**Adoption Home Study Services of Ohio
358 Edna St.
Alliance, Ohio 44601**