

Web Check (BCI / FBI) Processing Procedures

The Greene County Sheriff's Office has updated our Webcheck software. We now have National Webcheck software that allows our agencies to provide federal and state record checks. Each individual processed must sign a Waiver giving permission to obtain all criminal history in the federal/state criminal record system. The following occupations would need to have this process completed if requested by employer or association:

Care, Custody & Control of Children; Direct Care of Elderly; Law Enforcement; Firefighters and those required for licensing permits.

1. Processing will take place **(by appointment only)** Monday, Tuesday, and Thursday from 8:00 a.m. to 3:00 p.m. Greene County residents/employees may also utilize our **walk-in** hours on Friday from 8:00 a.m. to 3:00 p.m. You may use this link to book your appointment [Appointy](#)

The Sheriff's Office will not process (Webchecks) on the following holidays:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day
- Juneteenth
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

2. One of the following forms of payment will be accepted:

- Money Order
- Cashier's Check
- Credit/Debit Card (service fee of \$1.00 + 2.2% applies)

WE DO NOT ACCEPT CASH or PERSONAL CHECKS

Cost for State (BCI) check:	\$37.00
Cost for Federal (FBI) check:	\$37.00
Cost for FBI/BCI:	\$70.00

3. Each processed individual must have a valid Ohio Driver's License with him or her at the time of processing. We will not process any person without a valid Driver's License.
4. Those individuals needing this service must provide the Name of Agency, Address and Phone Number as well as a contact person for mailing purposes.
5. Please have all individuals report for this process at the Greene County Sheriff's Office located at 105 East Market Street, Xenia, OH 45385.