

URBANA POLICE DIVISION

General Order 33
Appendix 4
Records

Urbana Police Division's WEBCheck

Hours: Monday through Friday, 9 AM – 3 PM except holidays & other posted dates.

No appointment is necessary. Payment is due at the time of service. Payment must be exact amount in cash or money order payable to "Urbana Police Division."

WebCheck Fee Structure as of January 1, 2020

State (BCI) of Ohio WebCheck	\$35.00
National (FBI) WebCheck	\$35.00
State & National WebCheck	\$65.00

If you are not sure as to which category of check you need, contact your employer, volunteer coordinator, or legal advisor for specific information. FBI (National) WEBChecks can only be completed for limited "official" purposes (e.g. licensing, government operations, schools) and cannot be used for employment in the private sector, such as apartment rental.

The Urbana Police Division can complete individual State of Ohio criminal history record checks using the WEBCheck system for ink-less finger-printing.

The Ohio Bureau of Criminal Identification and Investigation (BCI) charges the Urbana Police Division a fee for each record check requested. In order to cover these fees and pay for equipment and annual software maintenance, the Urbana Police Division has established the WEBCheck fees as listed above and **these fees are NOT NEGOTIABLE.** Fees may be waived in part for other divisions/departments of the City of Urbana and other government entities.

WEBCheck utilizes the Internet to electronically transfer fingerprints and other data to the Ohio Bureau of Criminal Investigation (BCI) in London, Ohio. The fingerprints and information from an applicant's Driver's License or Ohio Identification Card's magnetic strip are encrypted and electronically stored in the computer. The computer then sends the encrypted information over the Internet, which automatically compares the information against fingerprints and criminal histories stored in the Ohio Automated Fingerprint Identification System (AFIS) database. Once scanned and sent, the Urbana Police Division should receive results within 14-30 business days unless a "hit or match" is detected. If a "hit or match" is detected the results will be mailed directly from BCI to the address provided by the applicant. If you are a prospective employer or employment agency, and want the results mailed directly, instruct applicants to provide the Urbana Police Division's record check clerk with your business mailing address, NOT the applicant's address.

BCI sends the record check to the address provided, but no longer provides courtesy duplicates free of charge. If you require a second copy, you must pay for a second WEBCheck.

If you do not need a statewide or national criminal record check, the Urbana Police Division may also assist you with local records searches.

For a record of "calls for service" to a particular address within the City of Urbana corporation limits, please provide that address to the records clerk along with dates. If you are looking for information related to criminal or traffic charges, you may visit the Champaign County Municipal Court (same building) or Champaign County Common Pleas Court (200 N. Main St, Urbana) to perform a search using the public computer terminals. Municipal Court records are also available online at www.champaigncountymunicipalcourt.com.

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