

# Disposition Reporting

Conchita Matson Identification Supervisor



**DAVE YOST**

OHIO ATTORNEY GENERAL



# Why are dispositions important?

- Required by Ohio Revised Code
- Important for administration of criminal justice functions
- Important information for federal, state, local and tribal fingerprint based background checks for noncriminal justice purposes

# Governor Kasich's Executive Order

- Issued on April 23, 2018
- Reassembly of 2015 NICS working group to assess progress and develop an implementation plan

# Ohio Computerized Criminal History (CCH)

- Criminal History Database is fingerprint based.
- All information depicted on a CCH Rapsheet is supported by either ten print fingerprint cards received from Law Enforcement agencies or disposition data received from the courts.

# Court Ordered Fingerprinting

- ORC Section 109.60 (A)(2)

Requires every court with jurisdiction over a case to inquire as to whether or not the person or child has been fingerprinted (**for this incident**). If not, the court shall order the person or child to appear before the Sheriff or Chief of Police within 24 hours to have fingerprints taken.

# Senate Bill 227

- Amends ORC 109.60(A)(3)

Allows a court to have a person's fingerprints taken at the time of sentencing or adjudication as an alternative to requiring an SO or PD to take them, if fingerprinting was required but not done at the time of arrest, arraignment or first appearance.

# Senate Bill 227 Cont.

- Amends 2953.32(C)(5)

Requires a court that orders the sealing of a criminal conviction record to order the person who's record is being sealed to be fingerprinted by a sheriff; requires the sheriff to forward the fingerprints to the court; and requires the court to forward the fingerprints and copy of the sealing order to BCI.

# Reportable Juvenile Offenses

ORC Section 2901.01(A)(9)(a)

- Lists the offenses of violence
- Section (d) includes conspiracy, attempt or complicity in committing any offense under this section.



# Mayor's Court Disposition Reporting

O.R.C. 1905.033(B)(2)

The Mayor of a municipal corporation who conducts a mayor's court shall make the following report...

“A report to the Bureau of Criminal Investigation of every conviction in the mayor's court for an offense that is a misdemeanor on a first offense and a felony on any subsequent offense. The mayor shall make the report under division (B)(2) of this section upon entry of the judgment of conviction for the offense.”

# 3 Ways to Submit Dispositions

1. Fill out a 2-71 paper form provided by Law Enforcement with preprinted ITN number and mail to BCI.
2. Electronically via FTP (File Transfer Protocol) automated process - copy of specifications and instructions can be obtained from ITS Support via email at [ITSSUPPORT@OHIOATTORNEYGENERAL.GOV](mailto:ITSSUPPORT@OHIOATTORNEYGENERAL.GOV)

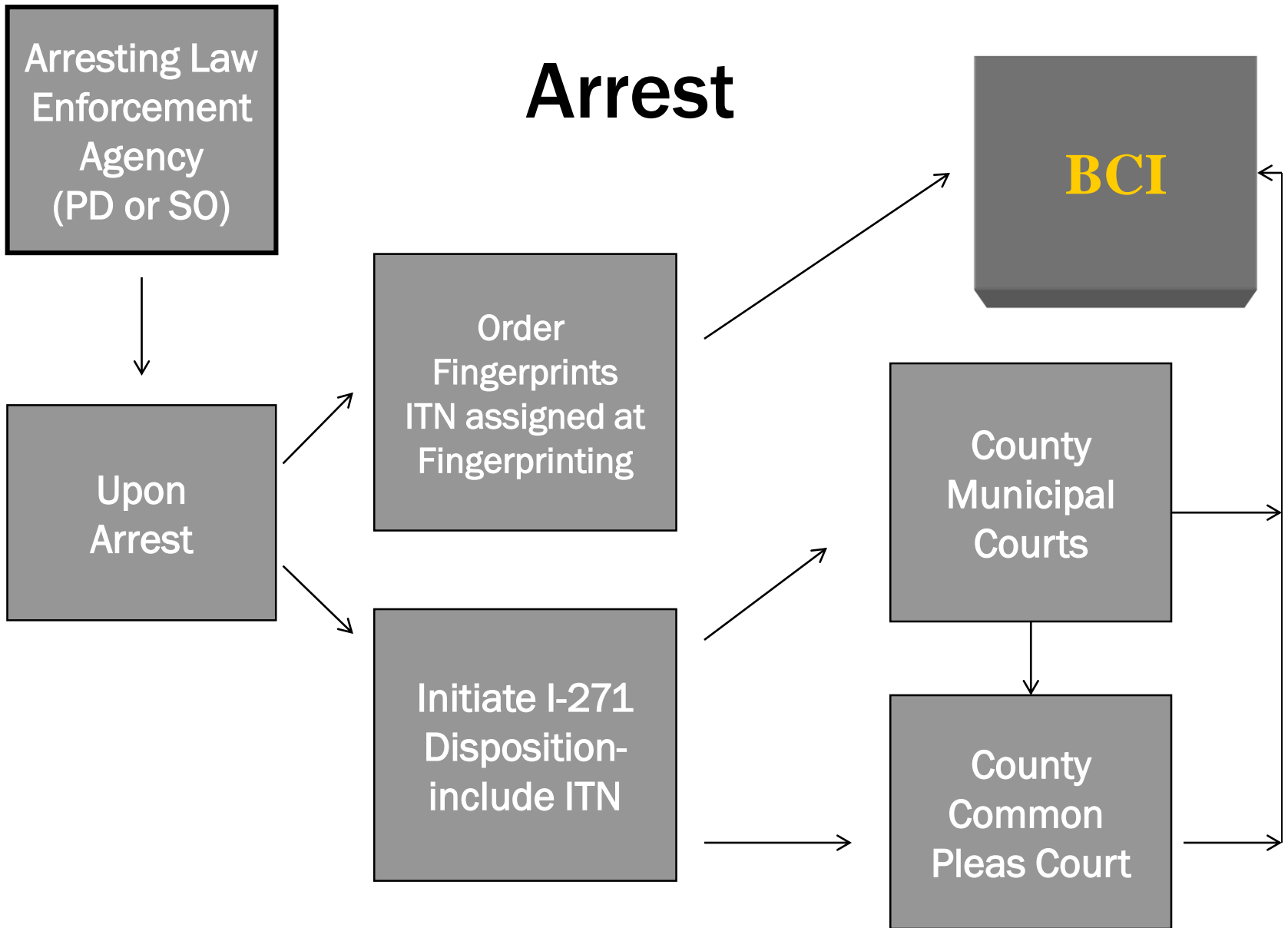
## 3 Ways to Submit Dispositions Cont.

- 3. Electronically via Ohio Courts Network (OCN), a program managed by the Supreme Court that submits **disposition information** directly to BCI
- To participate in this program contact the OCN Helpdesk at 614-387-9980

# Submitting Juvenile Dispositions

- The court should only be receiving disposition (2-71 forms) with an ITN number from the arresting agency listing reportable offenses
- Even if the case was adjudicated to a lesser, non reportable offense or was dismissed; **the disposition should still be sent to BCI**

# Arrest



# BCI Final Disposition Form

## Final Disposition Form 2-71

BCI Form 2-71 Final Disposition Bureau of Criminal Identification and Investigation  
 Each arrest cycle must include a **Final Disposition**. Arrests and dispositions are linked by a common Incident Tracking Number (ITN) which is unique throughout the incident. The ITN is preprinted on Arrest Tenprint Cards and a blank space is provided for the ITN on this Disposition Form. To ensure proper linkage between arrests and dispositions, please reproduce or hand copy the ITN from the Arrest Tenprint Card onto this Disposition Form. Submit to: BCI&I, PO Box 365 London, OH 43140-0365.

Leave Blank

Insert ITN Number

(See instructions on reverse side)

FBI number <u>2</u>		Final disposition and date (If convicted or subject pleaded guilty to lesser charge include this modification with disposition.)
Name on fingerprint card submitted Last <u>3</u> First Middle		
Furnish in all cases: Date of birth <u>4</u> Sex <u>5</u> Fingerprint classification		
State Bureau number <u>6</u>	Social Security No. (SOC) <u>7</u>	This form submitted by: (Name, Title, Agency, City and State)  Signature _____ Date _____ Title _____
Contributor of fingerprints  <u>8</u>		
Arrest number <u>9</u>	Date arrested or received <u>10</u>	[ ] Court ordered expungement: Return arrest fingerprint card to contributing agency; certified or authenticated copy of court order attached.  Right four fingers taken simultaneously
Offenses charged at arrest  <u>11</u>		

# How to Fill Out a Final Disposition Form

Law Enforcement Officers: Blocks 1-11 are to be completed by law enforcement as well as the right four fingerprint impressions.

1. ITN (incident tracking number). Required field.  
Automated number supplied at time of arrest by Livescan machine.
2. FBI number (now known as Universal Control Number)
3. Name – Required field
4. Date of Birth – Required field
5. Sex – Required field

# How to Fill Out a Final Disposition Form

6. State Bureau Number (BCI number)
7. Social Security number – not required but extremely helpful in searching the database; if sending, all numbers required
8. Contributor of fingerprints – arresting agency; a required field
9. Arrest number – supplied by the arresting agency
10. Date arrested – supplied by arresting agency (date of arrest); a required field
11. Offenses charged at arrest – required field supplied by the arresting agency. Any additional charges brought after arrest will go in space 12.



# How to Fill Out a Final Disposition Form

12. Final disposition and date – required field. Please include level of conviction and subsection of Ohio Revised code or local ordinance if applicable, literal description and sentencing information. Please see sticker provided for information needed. You can fill out the sticker and attach it to the form, fill it out manually or you can attach the sentencing information to the 2-71 disposition form and mail it to BCI.
13. Court ORI – required field. Indicates court that submitted the form. Please include signature and date.

# Submitting electronically

- Accuracy of ITN number is important

CYCLE/01            DOA/2005MAR06    SEQ/01    ITN/039373IA    DRE/2005MAR07    DLU/2017FEB16

ARREST    AGENCY/OH0131600 UNION TWP PD CINCINNATI            ARREST#/05CRB01452

01/DOMESTIC VIOLENCE MISD  
2919.25

DOO/2005MAR06  
DISP/HELD  
EAG/OHBCI00C2    /2005MAR07

JUDICIAL

01/POSSESSION OF COCAINE HEROIN T5  
2925.11A  
PROVISIONS/PROBATION

CDD/2007OCT04  
DISP/CONVICTED  
EAG/OHBCI00A5    /2007OCT04/2017FEB16  
TRN/2005CR000161-1

02/MENACING M4  
2903.22

CDD/2005MAR22  
DISP/CONVICTED LESSER OFFENSE  
CONFINEMENT/30D  
SENTENCE SUSPENDED/30D  
PROBATION/365D  
FINE/100  
EAG/OHBCI00A5    /2005MAR23/2017FEB16  
TRN/2005CRB01452-1

# Field Names

Judicial Data			
CCT	<input type="text" value="1"/>	CDD	<input type="text" value="2007/09/18"/>
* CDN	<input type="text" value="310"/> ..	CIT	<input type="text" value="290707"/>
CON	<input type="text" value="FEL"/> ..	Jud. ORI	<input type="text" value="0H025353J"/> ..
CSS	<input type="text"/>	CMT	<input type="text"/>
CPR	<input type="text" value="3Y"/>	CFN	<input type="text"/>
* COL	<input type="text" value="IMPORTUNING F5"/>		
CPN1	<input type="text" value="334"/> ..	CPN2	<input type="text"/> ..
		CPN3	<input type="text"/> ..
CPL	<input type="text" value="CLASSIFIED AS A SEXUALLY ORIENTED OFFENDER REQUIRED TO REGISTER AND"/>		
Record <input type="text" value="1"/> of <input type="text" value="2"/>			
Court disposition date : yyyy/mm/dd , yyyy-year; mm-month; dd-day. Cannot be before DOA			
Next	Print	Close	Back
Prev	Home	Help	Exit

# CCH Acronyms

CDD	Court Disposition Date
CDN	Court Disposition Numeric
CIT	Citation, Statute, Ohio Revised Code
CON	Level of Conviction
JUD. ORI	Judicial Originating Agency Identifier
CSS	Court Suspended Sentence
CMT	Confinement
CPR	Court Probation
CFN	Court Fine
COL	Charge Literal
CPN123	Court Provisions
CPL	Provisions Literal

# Field Names Cont.

Party Type DEFENDANT  
Charge [REDACTED]

Name [REDACTED]  
Degree MI

IDENTIFICATION

SSN# [REDACTED]

BCI#

Driv.Lic# [REDACTED]

FBI#

ARREST:

Arrest Date 03/12/2017  
Organization [REDACTED]

ITN # 706134C

SENTENCE:

Conviction Type  
Suspended Sentence  
Confinement

Probation  
Fine  
Amount

PROVISIONS:

Prov #1  
Restriction  
Text

Prov #2

Prov #3

Fields Required to Submit BCI&I Transaction:

- The Court Disposition No. (Charge Dsp Code)
- The Court Disposition Date
- Judicial Organization is required
- Arrest Date must be less than or equal to Court Disposition date
- The Employee ID is required
- The Transaction Number is required

# Procedure Information

- Include level of conviction and subsection
- Can attach court docket (sentencing entry) to 2-71 form or fill out sticker (copy in packet)
- Relief from disability should be mailed to BCI. Include demographics and case number(s) the person has been granted relief for. It is extremely helpful if the initial sentence could be included because sometimes a disposition has not been reported to BCI.
- Report all dismissals, No Bills, Dismissals or convictions relating to mental health reasons

# Procedure Information

- *Corrections to dispositions can be faxed to 866-239-5524 on letterhead or emailed to **CCH\_Corrections@ohioattorneygeneral.gov** Include ITN number, date of arrest and person's name and date of birth.*
- Modifications or corrections to sentences and vacate orders can be mailed, faxed or emailed to BCI. These should also include ITN number, date of arrest and person's name and DOB.
- Diversion cases– report when placed on diversion and again when final disposition is known

# Electronic Disposition Basic Report

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RECORDS PROCESSED.....	27
RECORDS LOADED INTO CCH.....	24
RECORDS CONTAINING ERRORS.....	0
NO CORRESPONDING ARREST ON FILE.....	3
A DISPOSITION WITHOUT A TRN IS ALREADY ON FILE.....	0
DISPOSITION ALREADY ON FILE.....	0
RECORDS CONTAINED SUPPLEMENT DATA AND WERE IGNORED.....	0

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REC# 0016 - FATAL ERROR

MKE/ER3B  
DATE-SUB/10172001  
Employee-ID/AGF  
JUD-ORI/OH009013J  
AR-ORI/OH0090000  
SOC/272272272  
TRN/CRB0100341  
DLS/  
DLN/  
BCI/  
FBI/  
DOA/10152001  
CDD/08212001  
ORC/292302A2B3  
ITN/1005877B  
CON/MIS  
COL/ATTEMPT THEFT M2  
CDN/311  
CSS/30D  
CMT/30D  
CPR/  
CFN/350  
CPN1/338  
CPN2/346  
CPN3/  
CPL/  
ORC-COPY/292302A2B3C4

CDD < DOA



# Electronic Disposition Basic Report

OHIO BCI&I ELECTRONIC DISPOSITION - FILE REPORT

FILE NAME: OH050083J.07212008  
REPORT DATE: 07/22/2008 07:13

-----  
RECORDS PROCESSED..... 104  
RECORDS LOADED INTO CCH..... 44  
RECORDS CONTAINING ERRORS..... 1  
NO CORRESPONDING ARREST ON FILE..... 49  
A DISPOSITION WITHOUT A TRN IS ALREADY ON FILE..... 10  
DISPOSITION ALREADY ON FILE..... 0  
RECORDS CONTAINED SUPPLEMENT DATA AND WERE IGNORED..... 0  
-----

REC # 0044 - FATAL ERROR

MKE/ER3B  
DATE-SUB/06042008  
Employee-ID/RJP  
JUD-OHI/OH050083J  
ARR-ORI/OH0500100  
SOC.....  
TRN/52599763  
DLS/OH  
DLN 7  
BCI  
FBI/  
DOA/01192008  
CDD/06042008  
ORC/291925C  
ITN/15223RU  
CON/HIS  
COL/DOMESTIC VIOLENCE THREAT M4  
CDN/310  
CSS/30D  
CHT/30D  
CFR/1Y  
CFN/150  
CPN1/  
CPN2/  
CPN3/  
CPL/  
ORC-COPY/291925C

REQUIRED FIELD INVALID

# Detailed Report

August-7-afternoon-details

8/19/2008

1/19/2008

reco	Reason	ORI	DOA	ITN	BCI	SOC
1	DISP FOUND WITHOU	OH050083J	6/2/2008			
2	DISP EXISTS	OH050083J	2/25/2008	274100C		
3	DISP EXISTS	OH050083J	8/6/2007	273827C		
4	OFFENDOR NOT ON FI	OH050083J	3/1/2008			
5	DISP EXISTS	OH050083J	3/15/2008	591209C		
6	DISP EXISTS	OH050083J	4/25/2008	591236C		
7	DISP EXISTS	OH050083J	6/4/2008			
8	DISP FOUND WITHOU	OH050083J	3/28/2008			
9	DISP EXISTS	OH050083J	6/4/2008			
10	OFFENDOR NOT ON FI	OH050083J	4/26/2008			
11	CYCLE NOT ON FILE	OH050083J	5/5/2008			
12	DISP EXISTS	OH050083J	3/26/2008			
13	CYCLE NOT ON FILE	OH050083J	5/8/2008			
14	CYCLE NOT ON FILE	OH050083J	8/3/2007			
15	CYCLE NOT ON FILE	OH050083J	12/28/2007			
16	DISP EXISTS	OH050083J	3/26/2008			
17	CYCLE NOT ON FILE	OH050083J	3/8/2008			
18	CYCLE NOT ON FILE	OH050083J	2/29/2008			
19	DISP EXISTS	OH050083J	4/9/2008	591225C		
20	DISP EXISTS	OH050083J	2/25/2008	274100C		
21	DISP FOUND WITHOU	OH050083J	2/17/2008			
22	CYCLE NOT ON FILE	OH050083J	5/28/2008			
23	OFFENDOR NOT ON FI	OH050083J	3/17/2008			
24	OFFENDOR NOT ON FI	OH050083J	3/17/2008			
25	DISP EXISTS	OH050083J	4/9/2008	591224C		
26	DISP EXISTS	OH050083J	5/21/2008	591605C		
27	DISP EXISTS	OH050083J	3/4/2008	591205C		
28	DISP FOUND WITHOU	OH050083J	6/4/2008			
29	DISP EXISTS	OH050083J	6/5/2008	136224RU		
30	CYCLE NOT ON FILE	OH050083J	2/29/2008			
31	DISP EXISTS	OH050083J	4/24/2008	591234C		
32	DISP FOUND WITHOU	OH050083J	2/22/2008			
33	CYCLE NOT ON FILE	OH050083J	5/30/2008			
34	OFFENDOR NOT ON FI	OH050083J	4/11/2008			
35	CYCLE NOT ON FILE	OH050083J	3/8/2008			
36	CYCLE NOT ON FILE	OH050083J	5/6/2008	135091RU		
37	OFFENDOR NOT ON FI	OH050083J	3/22/2008			
38	DISP EXISTS	OH050083J	8/6/2007	273827C		
39	CYCLE NOT ON FILE	OH050083J	2/11/2008			
40	DISP EXISTS	OH050083J	2/25/2008	274093C		
41	DISP EXISTS	OH050083J	2/25/2008	274093C		
42	CYCLE NOT ON FILE	OH050083J	3/8/2008			
43	DISP EXISTS	OH050083J	4/26/2008			
44	FATAL ERROR	OH050083J	1/19/2008	13223RU		
45	DISP EXISTS	OH050083J	6/1/2008	136118RU		
46	OFFENDOR NOT ON FI	OH050083J	5/10/2008			

# Disposition Report Errors

- **Multi cycle with same ITN**
  - There are two or more arrests on file with the same ITN. The program cannot determine which arrest corresponds to the disposition.
- **Multi cycle with the same DOA**
  - There are 2 or more arrests on file that occurred on the same day. The program cannot determine which arrest corresponds to the disposition.

# Disposition Report Errors

- **Offender not on file**
  - Unable to locate an offender within CCH. This means that BCI did not receive a fingerprint card for this individual.
- **Cycle not on file**
  - An offender has been located, but this incident or date of arrest is not on file. A fingerprint card needs to be forwarded from the arresting agency.

# Disposition Report Errors

- **Disp (disposition) exists**
  - There is already a disposition on file for arrest
- **Disposition found without TRN (tracking number)**
  - Within CCH there is a separate field for a court's TRN to differentiate electronic submissions from manual entries. This error means that there is already a disposition entered manually on file

# Fatal Errors

- **Required field invalid**
  - This message is always beside the field that has been entered incorrectly. This could happen for a variety of reasons. The format for that field was entered incorrectly (Date of birth, Date of arrest or Ohio Revised Code).

# Fatal Errors

- **Required field missing**
  - This message is always beside the field that has been left blank. Within the specifications there are several combinations by which the search for a matching offender is processed. If there is a field missing that is required for the search the program will error because it can't complete the search without the required fields

# FAQ's

- Why do I receive an error message when I submit an Ohio Revised Code ending in “F”?  
The current specifications do not allow this.
- Why don't the error reports explain the error?  
The basic error report displays only fatal errors.  
A detailed report listing all errors can be requested from ITSSupport.



# FAQ's Cont.

- Why did a transaction with an ITN number result in an Offender Not on File or Cycle Not on File error? If I have an ITN number doesn't it mean BCI has the arrest?  
Not always. There are various reasons why it might not be on file.
  1. The Livescan transmission failed for technical reasons
  2. BCI personnel rejected the card because of missing or incorrect information and returned it to agency for clarification
  3. The person was printed by both the PD and the SO and the court received the ITN that isn't on file

## FAQ's Cont.

- How do I resolve the “no corresponding arrest record on file” messages?  
The court does not need to follow up on these.
- Why do probation violations need to be reported by mail?  
These might reject if the original sentence has already been submitted.

## FAQ's Cont.

- I have 2 different ITN numbers that apply to the same case. How should I report these?

Choose one ITN number to report the disposition.

Write “duplicate reported under ITN-----” on 2-71 form with other ITN number and mail it to BCI.

If not submitting electronically, write disposition on one (or attach sentencing information) and attach the other 2-71 form to it with message listed above.

# Example of Reporting Duplicate ITN's

BCI Form 2-71 Final Disposition Bureau of Criminal Investigation

Each arrest cycle must include a **Final Disposition**. Arrests and Number (ITN) which is unique throughout the incident. The ITN space is provided for the ITN on this Disposition Form. To ensure please reproduce or hand copy the ITN from the Arrest Tenprin P.O. Box 365, London, OH 43140-0365.

(See instructions on reverse side)

FBI number	
Name on fingerprint card submitted	
Last	First
[Redacted]	[Redacted]
Furnish in all cases:	
Date of birth	Sex
3-15-1990	M
Fingerprint classification	

*Previously sent electronically 3-24-17 @ ITN # 423503MB fingerprinted @ CENO @ that # when incarcerated*

*Fingerprinted @ Defiance P.D. @ this ITN # when arrested.*

Leave Blank
Insert ITN Number
974 000C
charge, include this

# Example of Reporting Duplicate ITN's

BCI Form 2-71 Final Disposition Bureau of Criminal Identification and Investigation

Each arrest cycle must include a Final Disposition. Arrest Tracking Number (ITN) which is unique throughout the incident. A blank space is provided for the ITN on this Disposition Form. For positions, please reproduce or hand copy the ITN from the Arrest Report to: BCI&I, PO Box 365 London, OH 43140-0365.

(See instructions on reverse side)

FBI number	
Name on fingerprint card submitted	
Last	First
Furnish in all cases:	
Date of birth	Sex
19940213	M
Fingerprint classification	
State Bureau number	Social Security No. (900)

Previously sent electronically 3-30-17 @ ITN # 923971C Fingerprinted @ Defiance P.D. @ that ITN# when arrested.

Printed @ CENO @ this ITN# when served time for sentencing beginning 3-30-17 3 days.

Leave Blank
Insert ITN Number
423741MG

or charge include this

## FAQ's Cont.

- Can the court report multiple dispositions for one fingerprint submission?

Yes. You can report as many dispositions as you want under an ITN number. If submitted, the ITN number is the field the program searches first.

All entries submitted under that ITN number will attach to the one submission.

## FAQ's Cont.

- Should a new set of fingerprints be ordered if the original case is dismissed and a new case is reopened for the same incident?  
No, this is not necessary. The dismissal can be reported as well as the sentencing information on the new case
- Should a new set of fingerprints be ordered if the person is convicted of a lesser offense?  
No. Any changes to an arrest should be submitted by the arresting agency.

## FAQ'S Cont.

- Should DUI's be printed?

Yes, it is an escalating misdemeanor

- If Municipal court is binding charges over to Common Pleas, how should they report this?

Forward the ITN form to the Common Pleas court to report the final outcome.



## FAQ's Cont.

- How important is it for the judge to order someone to be fingerprinted?

Very important. If BCI does not have a set of fingerprints on file for a charge, it will not appear on the person's criminal history if a background check is done.

## FAQ's Cont.

- What if the Muni court disposes of misdemeanor charges and binds over remaining felonies?

Report the charges disposed of in Muni court and forward remaining charges with ITN number to Common Pleas to report.

- How important are case numbers?

Very important. This helps connect cases on a rap sheet and follow the sequence of events

## FAQ's Cont.

- If a felony case is dismissed in Common Pleas and a new court case is re-opened for the same incident, does a correction form need submitted?

No. Corrections to arrest information can only be requested by the arresting agency

## FAQ'S Cont.

- What if I receive a 2-71 disposition form with an ITN number for a witness arrest?
  - Write “Witness arrest, not a criminal offense” in the Final Disposition field and mail to BCI
- Do I report a disposition when the Grand jury directly dismisses a case?
  - Yes

## FAQ'S Cont.

- If we receive a 2-71 disposition form with an ITN number for a person who was conveyed from prison to court for a hearing should I report it?

Yes. Write “Inmate conveyed to court from prison for a hearing” in the Final disposition field of the 2-71 form and mail to BCI.

# Questions regarding Electronic Dispositions

- Call Conchita Matson at 740-845-2212

OR

- Email your questions to:

[Electronic\\_Dispositions@ohioattorneygeneral.gov](mailto:Electronic_Dispositions@ohioattorneygeneral.gov)

# Sealed Record on CCH

STATE OF OHIO, OFFICE OF THE ATTORNEY GENERAL  
BUREAU OF CRIMINAL IDENTIFICATION & INVESTIGATION (OHBCI0000)  
P.O. BOX 365, LONDON, OHIO 43140

VALIDATED CRIMINAL HISTORY RECORD: DRE/1977OCT12 DLU/2004SEP27  
MKE/QRO PUR/C ORI/OHBCI0005 REQ/SMALLJM DATE/2004OCT13 TIME/08:29:46

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BCI/A123456 NAM/PUBLIC, JOHN Q POB/OH AGE/22  
DOB/1982JAN01 SEX/M RAC/W HGT/506 WGT/165 EYE/GRN HAI/BRO SMT/ART L  
EYE  
FBI/9018000 SOC/279279279 HFP/XXX XXX X XXX FPC/15 PI CI 11 PI  
MNU/AN-7251324 16 PO PO 11 PI  
LKA/549 SOUTH ST SPRINGFIELD  
HCC/005 FLG/SLP S=SINGLESTATE L=LOADED-III  
CVF/ EVF/ HVF/ RSO/Y FCF/N HGF/C

\*\*\* ADDITIONAL IDENTIFICATION DATA  
AKA/NEWTST, THREE TEST, SECOND TESTONE, CHARGEONE  
SOC/122335555

\*\*\* MORE DATA MAY BE AVAILABLE PER OHIO REVISED CODE 2953.32 (D) OR (E)

# Sealed vs. Expunged Records

## Sealed Record

Sealing a record is the process of removing a fingerprint card stored in the BCI automated file as a result of a court order. The subject's demographic information is retained in the automated files with a notation that the record has been sealed. The sealed record can only be disseminated under certain circumstances defined by state statute 2953.32.

## Expunged Record

Expunging a record is the process of removing a fingerprint card stored in the BCI automated file as a result of a court order. The fingerprint card is then returned to the contributing agency. Nothing is kept at BCI and it is as if the arrest never occurred.



# Sealing orders

- 3 ways to send:

1. Fill out form provided by BCI (in handouts) and mail to  
P.O. Box 231 London, OH 43140

The form is available on the Attorney General's website under  
Forms/BCI Criminal Records & Background  
Checks/Court/Sealings & or Expungement request

2. Send by email to

[expungement.submissions@ohioattorneygeneral.gov](mailto:expungement.submissions@ohioattorneygeneral.gov)

3. Fax to 855-527-1575

# Juvenile Sealed Records

- They are expunged/deleted from CCH files.
- Applies not only to dismissals, but to adjudications to offenses that aren't reportable as well.

**Additional Questions Regarding  
Expungements and Sealings of Criminal  
History Records:**

***CONTACT:***

***Belinda Davis***

***Identification Supervisor***

**BCI**

**740-845-2331**

# Contact Information

- For corrections to dispositions:  
[CCH\\_Corrections@ohioattorneygeneral.gov](mailto:CCH_Corrections@ohioattorneygeneral.gov)
- For questions regarding electronic submissions:  
[Electronic\\_Dispositions@ohioattorneygeneral.gov](mailto:Electronic_Dispositions@ohioattorneygeneral.gov)
- Court forms on Attorney General's website:  
[Forms/BCI Criminal Records & Background Checks/ Court](#)

# OHLEG

- The Ohio Law Enforcement Gateway provides access to CCH as well as other databases.
- If you are interested in obtaining access please contact the OHLEG Help Desk at
- Email:
- [OHLEGsupport@ohioattorneygeneral.gov](mailto:OHLEGsupport@ohioattorneygeneral.gov)
- Phone: 1-866-406-4534



# How to contact us

Conchita Matson - Identification Supervisor

Direct Line: 740-845-2212

Fax: 866-239-5524

Rob Sollars - Quality Assurance Manager

Direct Line: 740-845-2213

Fax: 866-400-5011



**DAVE YOST**

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