



Ohio Administrative Code

Rule 109:5-4-02 Completion and transmittal of forms and information.

Effective: January 1, 2007

(A) Use of forms, forwarding, and transmittal to BCI&I:

(1) Registration of residence and employment- The sheriff shall use the registration form prescribed by the attorney general as set forth in appendix A to obtain the information required by section 3797.07 of the Revised Code. The sheriff shall photograph the registrant at the time of registration. The sheriff shall verify the identity of the registrant by valid drivers license or state identification card. The completed forms shall be mailed to: "Ohio Bureau of Criminal Identification and Investigation, attn: Administrator for Civil Childhood Sexual Abuse Registry, P.O. Box 365, London, OH 43140." The sheriff shall enter the information required by section 3797.07 of the Revised Code into the state registry created pursuant to division (C) of section 3797.08 of the Revised Code using electronic means provided by the superintendent of BCI&I.

(2) Intent to reside and change of address - The sheriff shall use the intent to reside and change of address form prescribed by the attorney general as set forth in appendix B to obtain the information required by section 3797.03 of the Revised Code. The sheriff shall enter the information required by section 3797.03 of the Revised Code into the state registry created pursuant to division (C) of section 3797.08 of the Revised Code, using electronic means provided by the superintendent of BCI&I.

(3) Periodic verification of current address - The sheriff shall use the verification form prescribed by the attorney general as set forth in appendix C to obtain the information required by section 3797.04 of the Revised Code. The sheriff shall enter the information required by section 3797.04 of the Revised Code into the state registry created pursuant to division (C) of section 3797.08 of the Revised Code, using electronic means provided by the superintendent of BCI&I.

(4) Notice of termination of civil registrant classification - If a judge issues an order terminating the classification of a person as a civil registrant pursuant to division (F) of section 2721.21 of the Revised Code, the judge or magistrate shall notify BCI&I by mailing a copy of the order to "Ohio Bureau of Criminal Identification and Investigation, attn: Administrator for the Civil Childhood



Sexual Abuse Registry, P.O. Box 365, London, OH 43140."

(B) Transmittal of forms, photographs and other information to BCI&I - Except as specifically required above, all information that is required to be forwarded to BCI&I shall be transmitted by electronic means as provided by the superintendent of BCI&I. If the forms, photographs or other information that is to be forwarded cannot be transmitted by electronic means, then it may be transmitted by mail or fax, all as determined by the superintendent of BCI&I.