



## Ohio Administrative Code

### Rule 109:5-2-02 Completion and transmittal of forms and information.

Effective: November 13, 2025

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

(1) Notice of registration duties - The official, official's designee, judge, chief of police, or sheriff shall use the "Notice of Registration Duties of Sexually Oriented Offender or Child Victim Offender" form, or the "Notice of Registration Duties of Juvenile Offender Registrant" form, as appropriate, to provide notice to an offender or delinquent child under divisions (A)(1) to (A)(6) of section 2950.03 of the Revised Code, and shall use the "BCI-7-97" form for the fingerprints, photograph, and other information required by division (C) of section 2950.03 of the Revised Code. The completed forms shall be mailed to: "Ohio Bureau of Criminal Identification and Investigation, attn: SORN Administration, P.O. Box 365, London, OH 43140" or, using electronic means provided by the superintendent of BCI&I.

(2) Registration of residence, employment, and schooling information - The sheriff shall use the written registration form prescribed by the attorney general to obtain the information required by sections 2950.04 and 2950.041 of the Revised Code. The completed form shall be mailed to: "Ohio Bureau of Criminal Identification and Investigation, attn: SORN Administration, P.O. Box 365, London, OH 43140" or, using electronic means provided by the superintendent of BCI&I. The sheriff shall additionally enter the information required by sections 2950.04 and 2950.041 of the Revised Code into the state registry created pursuant to division (A)(1) of section 2950.13 of the Revised Code, using electronic means provided by the superintendent of BCI&I.

(3) Change of address - The sheriff shall enter the information required by section 2950.05 of the Revised Code into the state registry created pursuant to division (A)(1) of section 2950.13 of the Revised Code, using electronic means provided by the superintendent of BCI&I.

(4) Periodic verification of current address - The sheriff shall use the written registration form prescribed by the attorney general to obtain the information required by section 2950.06 of the Revised Code. The sheriff shall additionally enter the information required by section 2950.06 of the



Revised Code into the state registry created pursuant to division (A)(1) of section 2950.13 of the Revised Code, using electronic means provided by the superintendent of BCI&I.

(5) Notice of change or termination of juvenile offender registrant classification - If a judge or magistrate appointed by a juvenile judge issues an order classifying, modifying or terminating the classification of a juvenile as a juvenile offender registrant pursuant to division (B) of section 2152.83 of the Revised Code or division (A)(2) of section 2152.84 of the Revised Code, or issues an order pursuant to division (C)(2) of section 2152.85 of the Revised Code that reclassifies or declassifies a juvenile offender registrant in response to a petition filed pursuant to division (A)(1), (A)(2), or (A)(3) of section 2152.85 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: SORN Administration, P.O. Box 365, London, OH 43140" or, using electronic means provided by the superintendent of BCI&I.

(B) Transmittal of forms, fingerprints, photographs and other information to BCI&I - Except as specifically required above, all information that is required to be forwarded to BCI&I may be transmitted by electronic means, mail, or fax, all as determined by the superintendent of BCI&I.