



Marty V. Donini, Sheriff

Scioto County Sheriff's Office
1025 Sixteenth Street
Portsmouth, Ohio 45662

Emergency	911
Law Enforcement	(740) 354-7566
Corrections/Jail	(740) 355-8277
Civil Division	(740) 355-8269

As the result of the current COVID-19 pandemic and as we prepare to once again begin processing requests for Civilian Background Checks (Web Check) we are making some modifications to the process to ensure the health and safety of the public and the employees of the Scioto County Sheriff's Office.

We are no longer accepting "walk-ins"! We are now processing all requests for Civilian Background Checks by appointments only! This will allow us to manage the increased number of requests being made as the result of suspending the process over the past several weeks. This will also allow us to minimize the number of people in our lobby for increased social distancing.

All Sheriff's Office employees will be required to wear a face mask during the fingerprinting process and those individuals requesting Civilian Background Checks will also be **REQUIRED** to wear a face mask/face covering to be processed. Individuals will also be required to have their temperature taken prior to entry. Those who fail to wear a face mask or who's temperature exceeds 100.4 will be denied services and may re-schedule at a later date.

Appointments may be scheduled by calling 740-355-8261 on Monday through Friday between the hours of 8:00 am and 4:00 pm. In order to assure this process moves smoothly and quickly, we ask that you arrive ten (10) minutes prior to your appointment time and to use our lobby restroom to thoroughly wash your hands. We also request that you thoroughly complete the "Civilian Fingerprint Background Check" form prior to arriving. This form may be obtained from our website located at www.sciotocountysheriff.com (use the link "Background Checks") or you may obtain this form in the lobby of the Scioto County Sheriff's Office located at 1025 Sixteenth Street, Portsmouth, Ohio. **Only one person shall be permitted in the building at any given time.**

Currently all fees are "cash only" and we ask that you please bring the exact change as noted on the form. You must produce a current driver's license or state issued identification card. In the event your employer will be paying for the fees, please assure that you have obtained their completed form and that they have signed at the bottom of the form acknowledging financial responsibility for paying the fees required.


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