

BPD's Fingerprinting Policies



The Berea Police Department wants to make all citizens aware of new fingerprinting procedures that will be implemented in the very near future. The department has historically provided an officer to fingerprint the general public upon request; however this will not be the case in the future. All citizens are asked to please make note that there will now be certain days and times when officers are available to fingerprint citizens at the police department.

The days and times are as follows: Tuesdays, Thursdays 9:00 am until 11:00 am and Wednesday evenings 6:00 pm until 8:00 pm.

The service is offered for a nominal fee of \$10.00. Have your check made out payable to City of Berea. If you need to pay by cash, prior to requesting fingerprinting, you must see the Records Section of the Berea Police Department during regular business hours (Monday – Friday 8:00 am – 4:00 pm). Tell the records clerk that you need to make your payment for fingerprinting. Give the records clerk the cash. The clerk will give you the receipt. Show the deposit receipt to the police officer. The department asks that those individuals needing to be fingerprinted please bring the necessary fingerprint cards. The Berea Police Department does not keep a supply of the many different fingerprint cards that are currently being utilized. All persons being fingerprinted also must have valid photo identification available for officer's inspection and verification prior to being fingerprinted.

The availability of this service is limited to the call volume of the Berea Police Department. If officers are unavailable due to the necessity to respond to other needs of the community, you will be politely asked to call back at a later time and be advised a rough estimate of when an officer will be available.

If there are any questions or further information be needed please feel free to contact the Berea Police Department at 859-986-8456.