

Ohio Civilian Background Check

TRAINING MANUAL



MIKE DEWINE

★ OHIO ATTORNEY GENERAL ★

Contact Information

Ohio Attorney General Mike DeWine's Office Bureau of Criminal Investigation (BCI)

www.OhioAttorneyGeneral.gov

Civilian Identification Unit

Monday through Friday
8:00am – 4:30pm

Phone: 877-224-0043

Fax: 740-845-2633

Fiscal Department

Phone: 740-845-2613

Fax: 740-845-2023

Civilian Quality Assurance Unit

Phone: 740-845-2113

Email: Nationalwebcheck@OhioAttorneyGeneral.gov

Other State Agencies

Ohio Legislative Service Commission

www.lsc.state.oh.us

614-466-3615 or 800-282-0253

Ohio Department of Education

www.ode.state.oh.us

614-466-3593

Ohio Department of Health

www.odh.ohio.gov

614-644-7311 or 614-466-5500

Ohio Department of Aging

www.aging.ohio.gov

614-466-5623 or 800-266-4346

Certified National WebCheck Vendors

Innovative Biometric Systems

www.IB-Systems.com

614-508-SCAN

Biometric Information Management

www.bioinfomgt.com

614-456-1296

Cogent Systems

www.CogentSystems.com

614-718-9691

Ink Rolling Equipment Suppliers

Forensics Source

www.forensicssource.com

800-347-1200, option #2

Sirchie Fingerprint Lab

www.sirchie.com

800-356-7311



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★ OHIO ATTORNEY GENERAL ★



The Bureau was created on July 9, 1921. It began as a minor records keeping facility in conjunction with the Department of Public Welfare. A few years later, it was moved to the Department of Mental Hygiene and Corrections.

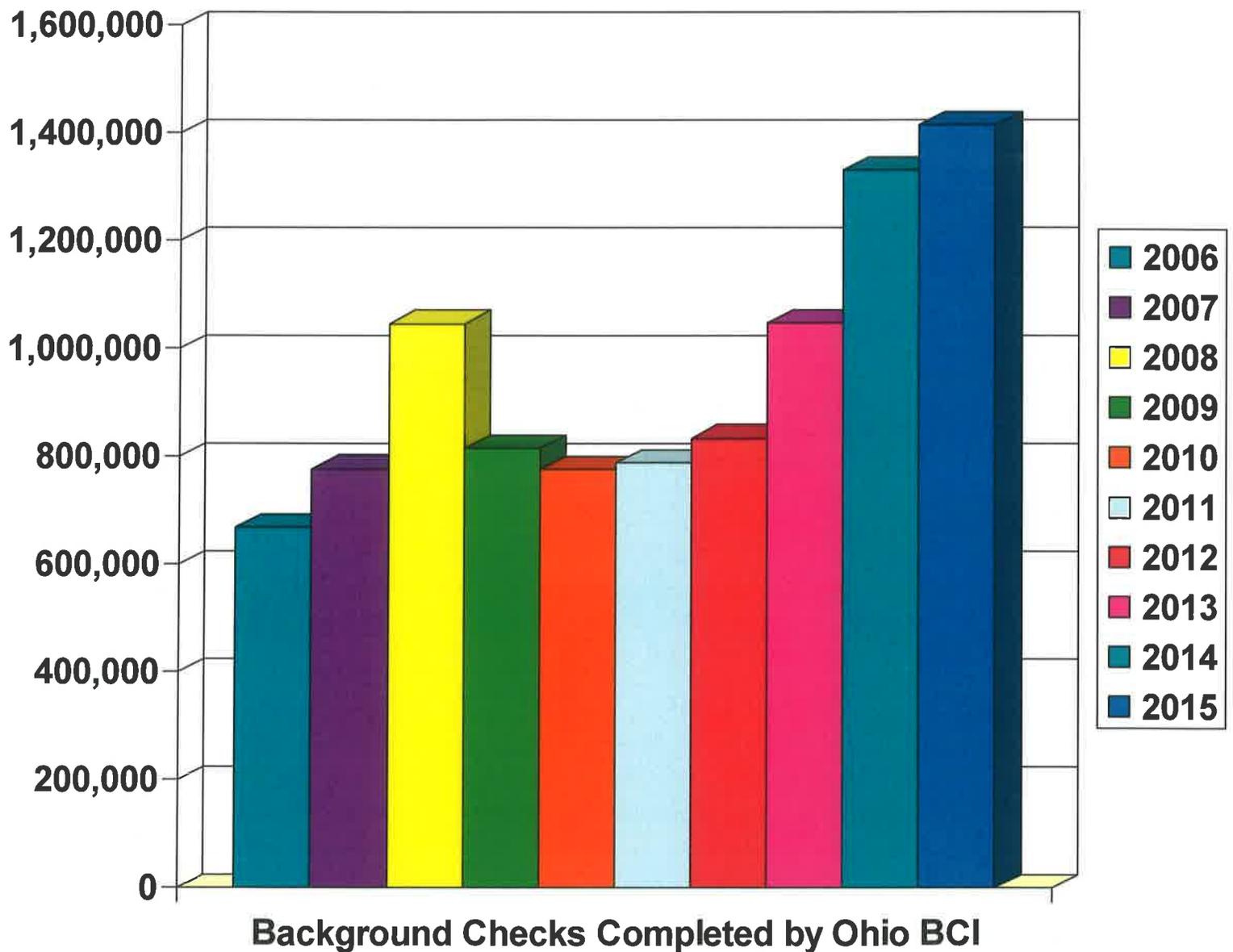
In 1963, BCI was moved to the Ohio Attorney General's Office and was expanded to encompass a broader range of activities. At this time, the Investigations Division was formally added.

BCI is the central repository for all criminal records in Ohio. The Identification Division currently maintains close to 4 million actual criminal fingerprints for about 2.5 million offenders.

The Civilian Identification Section is responsible for processing background checks for the State of Ohio and the Federal Bureau of Investigations (FBI). All civilian fingerprint submissions and the background check results that are generated from them are handled in this section.

The Civilian Quality Assurance Unit was formed in May of 2008. The purpose of this unit is to increase communication between BCI and the WebCheck agencies in Ohio. This unit is also responsible for training new WebCheck agencies, retraining existing agencies, and monitoring all background check requests submitted by the WebCheck agencies to verify that they are being conducted in accordance with State and Federal Law.

Over the years many Ohio laws have been changed or enacted to require background checks for employment or licensing. As the graph shows, with the exception of 2008, BCI has been processing background checks at a steady increase for the last several years; now with numbers well over 1 million each year. We expect those numbers to continue to rise. That is a huge increase from the nearly 30,000 background checks processed in 2000.



BCI Quality Assurance (QA) Unit

Rob Sollars, QA manager

Erin Tytko, QA Specialist, Region 1

Erin.Tytko@OhioAttorneyGeneral.gov

- Allen, Crawford, Defiance, Erie, Fulton, Hancock, Hardin, Henry, Huron, Lucas, Marion, Morrow, Ottawa, Paulding, Putnam, Sandusky, Seneca, Van Wert, Williams, Wood, Wyandot

Angela Spurlock, QA Specialist, Region 2

Angela.Spurlock@OhioAttorneyGeneral.gov

- Ashland, Coshocton, Cuyahoga, Holmes, Knox, Lorain, Medina, Richland, Wayne

Brandy Johnston, QA Specialist, Region 3

Brandy.Johnston@OhioAttorneyGeneral.gov

- Ashtabula, Belmont, Carroll, Columbiana, Geauga, Guernsey, Harrison, Jefferson, Lake, Mahoning, Monroe, Noble, Portage, Stark, Summit, Trumbull, Tuscarawas

Jenny Braithwaite, QA Specialist, Region 4

Jenny.Braithwaite@OhioAttorneyGeneral.gov

Fairfield, Franklin, Licking, Madison, Morgan, Muskingum, Perry, Pickaway

Vickie Boldman, QA Specialist, Region 5

Vickie.Boldman@OhioAttorneyGeneral.gov

- Auglaize, Champaign, Clark, Darke, Delaware, Fayette, Greene, Logan, Mercer, Miami, Montgomery, Preble, Shelby, Union

Jodi Burgess, QA Specialist, Region 6

Jodi.Burgess@OhioAttorneyGeneral.gov

- Adams, Athens, Brown, Butler, Clermont, Clinton, Gallia, Hamilton, Highland, Hocking, Jackson, Lawrence, Meigs, Pike, Ross, Scioto, Vinton, Warren, Washington

Who can have a BCI background check?

- Anyone
- For any reason
- Results can be mailed anywhere

Who can have an FBI background check?

- In order to conduct an FBI background check via National WebCheck, it MUST be a state of Ohio mandated background check
 - People working with children (teachers, daycare workers)
 - People working with the elderly (nursing home or home care employees)
 - People working in the DODD field (working for a county or private agency)
 - Nurses (nursing students or those applying for initial licensure)
 - Firefighters and EMTs
 - Pharmacy technicians
 - Pain management clinic owners and employees

State of Ohio licensing that requires an FBI background check

- Results must be sent directly to the State Board
 - Accountancy Board
 - Acupuncturist
 - Anesthesiologist Assistant
 - Chiropractic Board
 - Construction Industry
 - Counselor, Social Worker, Marriage and Family Therapy Board
 - Dental Board
 - Dietetics Board
 - Embalmers and Funeral Directors
 - Pharmacy Board
 - Physicians Assistants
 - Podiatrists (including surgeons)
 - Private Investigator/Security Guard
 - Veterinary Medical Board
 - Investment Managers with BWC
 - Lottery Commission
 - Massage or Cosmetic Therapists
 - Medical Board
 - Occupational Therapy, Physical Therapy and Athletic Trainers Board
 - Department of Commerce
 - Optical Dispensers Board
 - Racing Commission
 - Optometry Board
 - Orthotics, Prosthetics and Pedorthics Board
 - Psychology Board
 - Respiratory Care Board
 - Telemedicine Practitioners
 - Ohio Department of Insurance

The agencies listed above are State of Ohio boards ONLY. No out-of-state licensing boards can have an FBI background check through the National WebCheck system in Ohio.

To get the specific background check requirements for the above State of Ohio licensing boards, contact that board directly.

If an FBI background check is processed through the National WebCheck system for one of the above reasons and the address where the results need to go is not the appropriate State Board of Ohio, BCI will not send the results. The National WebCheck agency will still be billed for the background check.

What is the VCA/NCPA?

- A Federal Law that is to be used when an applicant will be in contact with children, the elderly or persons with disabilities *AND* there is no state legislation in place to require the FBI background check.
- Can be used for either volunteers or paid employees.

What is the F.O.I.A.?

- Freedom of Information Act
- Allows anyone to submit fingerprints directly to the FBI to see if they have a criminal record
- Can't be used to meet the requirements of State Mandated background checks
- Some examples of when the F.O.I.A. would be used:
 - Any State Bar Association application
 - Service industry employment
 - Foreign work Visa or Passport requirement
 - Any job not covered by a state statute or the VCA/NCPA.
- Phone# 1-304-625-5590

What do you need to know before fingerprinting?

- Who – Verify identity with a photo ID
- What – BCI, FBI, or both
- Why – Reason for getting fingerprinted
- Where – Address that results need mailed to or if results need to go electronically

When to use the direct mail option

- Background check results are not for your agency
 - Use address of the actual employer or volunteer organization
- Any of the State agencies that require background checks for licensing purposes
 - Use the address for that specific State agency
- Background check results are going to the individual
 - Use the individual's home address

Direct copy field

- Will send results electronically to predetermined state agencies
- If state law allows, you can request results to a mail to address as well
- If not selected at the time of the background check, you will need to reprint the individual in order for the FBI results to be sent via Direct Copy

Direct copy options

- Ohio Department of Education
- Ohio Board of Nursing
- ODPS/PISG Unit
- Ohio Department of Liquor Control
- Ohio Racing Commission
- Ohio Department of Insurance
- OPOTA
- None
- Social Work Board
- Respiratory Care Board
- Child Care Center – Type A – ODJFS
- Dietetics Board
- Ohio Construction Board
- Ohio Lottery Commission
- Ohio BMV Dealer License
- BMV Deputy Registrar
- Ohio Pharmacy Board
- Ohio Medical Board
- Ohio Orthotics, Prosthetics & Pedorthics Board

Fingerprinting a minor

- Waiver will automatically pop up on your workstation if the Date of Birth you enter indicates the individual is a minor
- Parent/Guardian must sign waiver
- Parent/Guardian needs to be present during fingerprinting so you can verify that the signature on the waiver is valid
- You should retain signed waiver for 1 year

Sealed Records

- One of the reasons it is so important to use the correct reason fingerprinted for the background checks
- Sealed convictions will be released to the employer or licensing agency if the sealed conviction is a disqualifying offense for whatever type of employment the individual is applying for

The determination as to whether or not a sealed conviction is a disqualifying offense will be based solely on the reason fingerprinted.

Fingerprint cards

BCI requires that background checks, both BCI & FBI, be processed electronically. However, BCI does realize that there may be a time when obtaining electronic fingerprints proves too difficult. For those instances, BCI does allow for some exemptions to the electronic fingerprinting policy.

Reasons for exemption from electronic fingerprinting

Applicant's home address is 75 miles or more from the nearest WebCheck location

- Out-of-state applicant
- Poor quality prints (unable to capture at WebCheck location)
- BCI/FBI rejects from original electronic submission
- Public Housing Organization
- Background check is for a military base and is paid for by the federal government

When sending in fingerprint cards

If the results are coming back to your agency and:

- you were unable to capture fingerprints electronically
 - Use your agency code for billing and agency address information
 - Send card to BCI, Civilian Identification

-OR-

- the original fingerprints were rejected for poor quality
 - Use your agency code for agency address information
 - Write the Authentication or ICN # somewhere on the front of the card
 - Send copy of rejection letter
 - Send card to BCI, Resubmission Desk

If the results are going to another agency and:

- you were unable to capture fingerprints electronically
- Use generic agency code, 1AB002
- List address where results need to be mailed
- Send separate payment with each card
- Send card to BCI & I, Civilian Identification

-OR-

- the original fingerprints were rejected for poor quality
- Use generic agency code, 1AB002
- List address where results need to be mailed
- Send copy of rejection letter
- Send card to BCI, Resubmission Desk

Any time a fingerprint card needs to be mailed to BCI, a Request for Exemption from Electronic Fingerprinting waiver must accompany the card. The form can be found at www.OhioAttorneyGeneral.gov or in the back of this manual. If the waiver is not sent in with the fingerprint cards, the cards will be returned to the agency or individual unprocessed which will cause delays.

CIVILIAN BACKGROUND CHECK

TYPE ALL INFORMATION IN BLACK

LAST NAME NAM FIRST NAME _____ MIDDLE NAME _____



ADDRESS OF PERSON FINGERPRINTED: STREET, CITY, STATE, ZIP

DATE OF BIRTH DOB
Month Day Year

ALIASES AKA

SOCIAL SECURITY NO. SOC

REASON FINGERPRINTED
(Please Check One)

DATE FINGERPRINTED

SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

AGENCY CODE (ORI/AGC)

OHIO RESIDENT MORE THAN 5 YEARS

Yes No

SEND TO TEACHERS CERT (JUR619)

Yes No

DRIVERS LICENSE OR STATE ID NBR

- *Responsible for care, custody, control of children (SB-38)
- *Responsible for direct care of elderly (HB-160)
- *Required for licensing/permit
- Law enforcement (police, corrections applicant or criminal justice employment)
- Other, please specify _____

*Required: specify Ohio Revised Code section number _____

SEND BACKGROUND CHECK RESULTS TO: (Please check one)

- agency listed in agency code box
- residence listed in address of person fingerprinted
- other - specify Name - Address _____

1. R THUMB

2. R INDEX

3. R MIDDLE

4. R RING

5. R LITTLE

6. L THUMB

7. L INDEX

8. L MIDDLE

9. L RING

10. L LITTLE

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

L THUMB

R THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

Required fields in yellow

1. Name
2. Date of Birth
3. Social Security Number
4. Agency Code
5. Ohio Resident More than 5 Years
6. Send to Teacher Certification
7. Driver's License or State ID Number
8. Address of Person Fingerprinted
9. Send Background Check Results To
10. Aliases – only use any previous legal name, like a maiden name, do not use nicknames
11. Reason Fingerprinted
12. Signature of Person taking Fingerprints



Mike DeWine
Attorney General

Check one and mail to appropriate address



Thomas Stickrath
Superintendent

PAYMENT ENCLOSED _____

(MAKE CHECKS PAYABLE TO: TREASURER, STATE OF OHIO
NOTE: ONLY CERTIFIED CHECKS, BUSINESS CHECKS OR
MONEY ORDERS CAN BE ACCEPTED.)

**If payment accompanies
card, mail to:**

c/o Fiscal Section

BILL TO AGENCY _____

***AGENCY CODE**
*Required

**If agency is to be billed after record
check has been completed, mail to:**

c/o Civilian Background Check Unit

**Bureau of Criminal Identification
and Investigation
P.O. Box 365
London, Ohio 43140**

I certify that the personal identifiers provided on this form are accurate and I voluntarily and knowingly authorize the Ohio Bureau of Criminal Identification & Investigation (BCI&I) to conduct a criminal records check for information relating to me. I also voluntarily and knowingly authorize BCI&I to disseminate criminal arrest, conviction and juvenile delinquency adjudication records to _____ I voluntarily and knowingly release and discharge the Ohio Attorney General's Office, BCI&I and their employees from all claims and liability related to this authorized criminal record review and dissemination. This authorization and waiver is valid for one year following the signature date below.

Applicant's Name (please print)

Witness Name (please print)

Applicant's Signature (Date)

Witness Signature

Parent/Guardian Name

Parent/Guardian Signature (Minor Applicants only)

Required fields in yellow

13. Payment Status

14. Agency receiving results

15. Applicant's name and signature

16. Witness name and signature

17. Parent/Guardian name and signature (if person being fingerprinted is under 18)

Billing

Each agency will be assigned an agency code by BCI.

The agency will then be billed monthly for all transactions submitted to BCI. If the monthly bill is not paid in a timely manner the account will be locked by BCI's Fiscal Department and will remain locked until any unpaid balance is paid in full.

There may also be a \$35.00 reinstatement fee (as agreed to in the National WebCheck Agreement between the WebCheck agency and the Ohio Attorney General) that would have to be paid prior to the account being unlocked.

Billing Codes for Civilian Agencies

- BCIO = BCI transaction billed at \$22.00
- BCIF = BCI free transaction
- FBIO = FBI transaction billed at \$24.00
- FBIF = FBI free transaction
- BFBI = BCI & FBI transaction billed at \$46.00
- VCKO = Request for copy of BCI billed at \$8.00
- VCKF = Request for free copy of BCI

Resubmission of Rejected Fingerprints

- Must be done as a BCI only or FBI only transaction
- Authentication # from the BCI rejection must be entered exactly as it appears on the reject letter
- ICN # from the FBI rejection must be entered exactly as it appears on the reject letter
- If resubmitting on a card, write the authentication or ICN # on the front of the card and mail it along with a copy of the reject letter to BCI, to the attention of the resubmission desk

Possible Background Check Results

BCI & I

- No Convictions Found
- Incomplete record check
- Transcript of a sealed record
- Active CCH rap sheet
- Name search

FBI

- No Convictions Found
- Unclassifiable
- May not meet
- Rap sheet
- Name search

Who receives BCI rap sheets?

- Everyone

Who receives FBI rap sheets?

- Law Enforcement Agencies
- Public Schools
- Long Term Care Facilities
- Government Agencies
 - County Children's Services boards
 - State Licensing boards

Dissemination of the FBI CCH information must be limited to:

- Criminal justice or governmental non-criminal justice agencies
- The FBI CCH information must not be used for any purpose other than outlined in 28 USCS 534, Pub. L. 92-544 or Ohio Revised Code statute approved by the U.S. Attorney General
- Pursuant to 28 USCS 534, Pub. L. 92-544, FBI CCH information must not be disseminated to a third party organization
- NO 3RD PARTY DISSEMINATION

BCI & FBI Dissemination Log

If an agency receives the results of an FBI background check they are permitted to give the individual a copy of those results. If the agency chooses to give the individual a copy of their background check these guidelines must be followed:

- The agency must keep a BCI & FBI Dissemination Log
- The BCI & FBI Dissemination Log needs to contain the date disseminated, the individual's name and signature, and the signature of the agency representative that released the information
- The BCI & FBI Dissemination Log needs to be retained for 12 months

Background Check Processing Time

- State law¹ allows BCI 30 days to process a State of Ohio background check
- State law¹ allows BCI 30 days from the date the FBI completes the Federal background check to send the results to the requesting agency
- Fingerprint quality does affect processing time
- Common names can affect processing time

Civilian Identification Section

- Toll Free 877-224-0043
- Fax 740-845-2633

The above phones lines are answered
Monday – Friday, 8 a.m. – 4:30 p.m.

Contact any of the above numbers to check the status of a background check if processing time has reached 30 days and no results have been received.

¹ ORC 109.572

Important information from the National WebCheck Agreement

- Failure to pay for BCI/FBI background check fees can result in termination of National WebCheck services. There may be a \$35.00 fee for reinstating an account once the past due amount is paid.
- Access to computerized criminal history (CCH) information is governed by both state and federal statutes and any violation of these statutes will result in termination of National WebCheck Services.
- BCI's Civilian Quality Assurance Unit may audit all WebCheck transactions submitted.
- The National WebCheck agency agrees to allow BCI employees access to the National WebCheck equipment during normal business hours.
- Unauthorized use of computerized criminal history information is in violation of state and/or federal law and can lead to criminal charges.
- All employees that will be processing the background checks must have a BCI background check on file with the WebCheck agency

WebCheck Locations Listing

- Free advertisement for your agency on the Ohio Attorney General's website
- Will list your agency name, address, phone #, and hours of operation as well as your pricing information
- This is a way for the general public to find an agency to do their fingerprinting
- It is your responsibility to request the background checks in accordance with State and Federal Law
- It is very important that you provide BCI with the most up-to-date contact information possible
- Any changes that need to be made to the listing should be emailed to:
NationalWebcheck@ohioattorneygeneral.gov

Quality Assurance Audit Process

According to the National WebCheck Agreement that each WebCheck agency signed in order to operate the WebCheck system the Quality Assurance Unit may conduct on-site Quality Assurance audits. The WebCheck agency will be contacted by the Quality Assurance Specialist (QA Specialist) assigned to the agency either by phone or email.

The QA Specialist will give a date and time for the on-site portion of the Quality Assurance Audit. If the requested date and time is not convenient for the agency the QA Specialist will make every effort to accommodate the WebCheck agency.

The QA Specialist will review all transactions submitted by the WebCheck agency during the previous year. The QA Specialist is reviewing the transactions to determine that all background checks are being requested in accordance with State and/or Federal law.

At the actual on-site visit, the QA Specialist will go over any problems found while reviewing the transactions with the WebCheck agency contact person. At this time, the QA Specialist will also review any issues brought to her attention by the Civilian Identification Unit. Any updated forms from BCI will be given to the WebCheck agency as well. The QA Specialist will verify the agency address as it appears on the background check results that are mailed from BCI. If the agency has any questions or concerns the QA Specialist will address those as well.

Miscellaneous Forms

Request for a Background Check via Electronic Fingerprinting

BCI & FBI Dissemination Log

Request for Copy of Ohio Background Check Procedures

Request for Copy of Ohio Background Check

Request for Release – FBI Rap Sheet

Request for FBI Name Search

Request for Exemption from Electronic Fingerprint Submission –
Information Sheet

Request for Exemption from Electronic Fingerprint Submission
Requirement

BCI Civilian Background Check Procedures

FBI Background Check Procedures

WebCheck Locations Listing Request

ORC Code listing for BCI Background Checks

Authorized Reason Codes for FBI Background Checks

BCI Forms Order Form

National WebCheck Agreement

Webcheck # _____

Log# _____

Request for a Background Check via Electronic Fingerprinting

BCI

FBI

BCI and FBI

Personal Information (please print)

Type of Photo ID and ID# _____

Name _____

State/Province _____

Date of Birth _____ SSN _____

Zip/Postal Code _____

Address _____

Phone # _____

City _____

Email Address _____

Complete this portion only if an FBI background check is needed:

Sex Race Height Weight Hair Eyes

Reason for background check: (BE SPECIFIC)

Address for results to be mailed to:

Direct Copy Options (Select only one)

- Ohio Dept of Education
- Ohio Dept of Public Safety
- BMV Dealer Licensing
- Ohio State Racing Commission
- Dietetics Board
- Social Worker Board
- Child Care Center - Type A - ODJFS
- Ohio Construction Board

- Ohio Board of Nursing
- Ohio Department of Liquor Control
- BMV Deputy Registrar
- Ohio Department of Insurance
- OPOTA
- Respiratory Care Board
- Lottery Commission
- Ohio Board of Pharmacy

- Ohio Medical Board
- Orthotics, Prosthetics, Pedorthics Board
- Occupational Therapy, Physical Therapy and Athletic Trainers Board

I certify that the personal identifiers provided on this form are accurate and I voluntarily and knowingly authorize the Ohio Bureau of Criminal Identification & Investigation to conduct a criminal records check for the information relating to me. I also voluntarily and knowingly authorize BCI&I to disseminate criminal arrest, conviction and juvenile delinquency adjudication records to _____. I voluntarily and knowingly release and discharge the Ohio Attorney General's Office, BCI&I and their employees from all claims and liability related to this authorized criminal record review and dissemination.

Applicant's Name (please print) _____

Witness Name (please print) _____

Applicant's Signature _____ (date) _____

Witness Signature _____

Parent/Guardian Name _____

Parent/Guardian Signature (Minor Applicants only) _____

By signing this form the applicant acknowledges that all information on this form is accurate. Any mistakes or errors on this form are the responsibility of the applicant.



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Civilian Identification
Office 877-224-0043
Fax 740-845-2633

P.O. Box 365
London, OH 43140
www.OhioAttorneyGeneral.gov

REQUEST FOR COPY OF BACKGROUND CHECK PROCEDURES

A request for a copy of a background check may only be submitted if the original background check was processed with a reason fingerprinted for an Ohio Revised Code that allows for copies. These reasons include working with children, working with the elderly and certain types of licensing. For a complete list of Ohio Revised Codes that allow copies, please go to *(insert new link here)*

You may only request a copy of the Ohio BCI background check. A request for a copy of a background check must include the reason for processing of the original background check, as well as the individual's name, social security number, date of birth, address to send the result, and the individual's signature, date of signature and contact telephone number.

To obtain a form that can be used for your request, please go to <http://www.ohioattorneygeneral.gov/Files/Forms/Forms-for-Business-and-Nonprofit/Background-Check-Forms> and choose Request for Copy of Ohio Background Check.

The updated Ohio background check result is valid for one year from the date of the original fingerprint submission.

If the request for copy is made within 30 days of the original background check there is no fee for processing and the request can be faxed to 740-845-2633. If the request for copy is made more than 30 days after the original background check the fee is \$8 and is payable by money order, certified check, business check or personal check to Treasurer, State of Ohio. **No cash will be accepted.** The request and payment can be mailed to: BCI, PO Box 365, London Oh 43140.

The FBI result is not permitted to be sent to any address other than the address that was requested at the time of the original background check. To obtain a new FBI result, a new FBI background check would have to be submitted.

Civilian Unit
Identification Department
Bureau of Criminal Identification &
Investigation

Revised 04-24-14



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Civilian Identification
Office 877-224-0043
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London, OH 43140
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REQUEST FOR COPY OF OHIO BACKGROUND CHECK:

***This request form can only be used if you have submitted fingerprints in the past 12 months for working with children, working with the elderly, or certain types of licensing.**

PLEASE GIVE THE SPECIFIC REASON FINGERPRINTED OF YOUR LAST BACKGROUND CHECK: _____

NAME: _____

SSN: _____ DOB: _____

SEND BACKGROUND RESULT TO:

NAME: _____

STREET: _____

CITY: _____

STATE: _____ ZIP CODE: _____

PLEASE CHECK IF YOU WANT YOUR RESULT SENT TO THE OHIO DEPT. OF EDUCATION FOR TEACHER CERTIFICATION.

Return this letter with your payment of \$8, payable to Treasurer, State of Ohio. Payment must be a money order, business check, certified check or personal check.

I hereby certify that I have given the above mentioned person or agency permission to obtain a copy of any conviction record pertaining to me in the files of the Ohio Bureau of Criminal Investigation.

***REQUIRED:**
APPLICANTS SIGNATURE: _____

DATE: _____ APPLICANT'S PHONE NUMBER: _____



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REQUEST FOR RELEASE – FBI RAP SHEET

*Individual Requesting RAP Sheet:

Name: _____

SSN: _____ DOB: _____

Reason Fingerprinted: _____

*This form can only be used if you have received the FBI May Not Meet Letter

Mail Results To:

Name: _____

(must be same as above)

Home Address: _____

City: _____ State: _____

Zip Code: _____ Telephone # _____

Applicants Signature: _____ Date: _____

(required)

Please fax completed form to 740.845.2633 Attn: FBI Release Desk or mail to:

Ohio BCI&I
FBI Release Desk
PO Box 365
London, Ohio 43140



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Office 877-224-0043
Fax 740-845-2633

P.O. Box 365
London, OH 43140
www.OhioAttorneyGeneral.gov

REQUEST FOR FBI NAME SEARCH

NAME: _____

SOCIAL SECURITY NUMBER: _____

TRANSACTION NUMBERS*: _____

ADDRESS TO SEND NAME SEARCH TO: (Address must match rejected submissions)

***Please note the FBI will only process a name search request if at least one of the rejects processed within the last 90 days.**



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Request for Exemption from Electronic Information Sheet

Instructions:

Complete exemption form in its entirety.

The following are the ONLY accepted reasons for an exemption as of June 1, 2008:

1. Applicant's home address is 75 miles or more from the nearest WebCheck location.
2. Out-of-state applicant.
3. Poor quality fingerprints (Not able to capture at WebCheck location.) Please provide the name of location where the background check was attempted on the waiver form.
4. BCI/FBI Rejects from original electronic submission. Note: The original reject letter must accompany the fingerprint card(s).
5. Public Housing Organization background checks.
6. Background check is for a military base and is paid for by the federal government.

Waivers of the electronic submission requirement will be evaluated on a submission by submission basis.

No "blanket" or agency-wide waivers will be granted.

Exemption requests that are denied will be returned to the submitting agency. Any card that is submitted without a waiver form will also be returned.



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BCI CIVILIAN BACKGROUND CHECK PROCEDURES

- Use only the BCI Civilian Background Check card for the State of Ohio background check. A release from submission of electronic fingerprint form must be completed and submitted with the card.
- The fee for a BCI check is \$22.00. A money order, certified check, business check or personal check made payable to: Treasurer, State of Ohio, must accompany the card if you do not have a billable agency code established with BCI. Cash or starter checks will not be accepted.
- If payment is being submitted with a card, 1AB002 must be written in the Agency Code box and the address the result is to be sent to must be written in the Send Background Check Results To box. If the card is being billed to an agency code, write the agency code in the Agency Code box and the result will be returned to the address for the agency code.
- Each fingerprint card must be completed with required information (i.e., social security number, date of birth, etc.) this information may be validated with a driver's license or other photo I.D. All information should be typed or printed legibly.
- When taking fingerprints only fingerprinting ink should be used, and fingers should be rolled nail to nail.
- The Reason Fingerprinted field must be completed. Please check the appropriate box and specify the proper Ohio Revised Code section number that pertains to the reason fingerprinted if the box you check requires an Ohio Revised Code.
- If any of the aforementioned information is incomplete, fingerprint cards will be returned unprocessed. For questions regarding BCI civilian background checks, please call the Civilian Unit of BCI at 877-224-0043. Your cooperation is greatly appreciated.

Civilian Unit
Identification Department
Bureau of Identification & Investigation

Revised 09/05/13



MIKE DEWINE

★ OHIO ATTORNEY GENERAL ★



Civilian Identification
Office 877-224-0043
Fax 740-845-2633

P.O. Box 365
London, OH 43140
www.OhioAttorneyGeneral.gov

FBI BACKGROUND CHECK PROCEDURES

- Use only the FBI Applicant fingerprint card for federal background checks. A release from electronic fingerprint form must be submitted with the card. FBI cards must be submitted to BCI for processing, they cannot be sent directly to the FBI.
- The fee for the FBI check is \$24.00. A money order, certified check, business check or personal check made payable to: Treasurer, State of Ohio, must accompany the card if you are not using a billable agency code. Cash, third party or starter checks will not be accepted.
- If payment is being submitted with a card, 1AB002 must be written in the OCA box and the address the result is to be sent to must be written and then circled in the Employer box. If the card is being billed to an agency code, write the agency code in the OCA box and the result will be returned to the address for the agency code.
- Write 4UR619 in the reason fingerprinted box if you need the result sent electronically to the Ohio Dept. of Education.
- Each fingerprint card must be completed with the required information (i.e., social security number, date of birth, sex, race, etc.) this information may be validated with a driver's license or other photo I.D.
- When taking fingerprints, only fingerprinting ink should be used and fingers should be rolled nail to nail.
- The "reason fingerprinted" field must include the ORC for the type of employment the background check is for. The FBI background check can only be processed for working with children, working with the elderly, and certain types of licensing. If you need an FBI check done for a non-state mandated reason, please contact the FBI at 304-625-5590.
- If any of the aforementioned information is incomplete, fingerprint cards will be returned unprocessed. For questions regarding FBI background checks, please call the Civilian Unit of BCI at 877-224-0043. Your cooperation is greatly appreciated.

Civilian Unit
Identification Department
Bureau of Criminal Identification &
Investigation



MIKE DEWINE

★ OHIO ATTORNEY GENERAL ★



By filling out the top portion of this form, your agency will be listed on the Ohio Attorney General's Webcheck website under *Webcheck Community Listings* indicating your agency will accept applicants outside your agency who is in need of a background check.

YES – Our agency is willing to process background checks for people outside of our agency (walk-ins).

Agency ID: _____ **Date:** _____

Please *CIRCLE* which best describes the Webcheck system your agency has in place:

Our webcheck system processes: BCI only or BCI & FBI

Agency Name: _____

Address*: _____

City: _____ State: _____ Zip: _____ County: _____

Phone: _____

Days & Hours of Operation: _____

Please check box if any of the following apply:

BY APPOINTMENT ONLY

AGENCY IS ADA ACCESSIBLE

WE HAVE A MOBILE WEBCHECK UNIT*

***Please note that unless your agency provides mobile Webcheck service, a physical address should be provided.**

****Please fax this request to 866.400.5011****

BCI ORC Codes/Authorized Reason Codes:

Ohio Revised Code Number	Description
109 578	Prospective Firefighter/EMT Applicants
113 041	Ohio Treasurer of State employees
121 08	Ohio Department of Commerce
173 27	State long-term care ombudsperson program
173 38	Community based long term care agency
1121 23	Management of a bank
1155 03	Management of a savings and loan association
1163 05	Management of a savings bank
1315 141	Management of a licensee for a financial institution
1321 37	License to make short-term loans
1321 53	Certification of registration for a financial institution
1321 531	Application for a mortgage loan originator license
1322 03	Certification of registration as a mortgage broker
1322 031	License as a loan officer
1733 47	Management of a credit union
1761 26	Management of a credit union share guaranty corporation
2151 33	Temporary care of a juvenile
2151 412	Parent, guardian, custodian, prospective custodian, or prospective placement involved in a case plan
2151 86	Out of home Child Care, Foster Parents, Adoptive Parents and all individuals 18 and over residing in home
3301 32	Headstart Agency
3301 541	Preschool Program
3319 39B1	School Employees – non teaching positions
3319 39B3	School Employees – teachers only
3327 10	School Bus Driver
3701 881	Home Health Agency Responsible for Children or Adults (in-home patient care)
3712 09	Hospice Care Program
3721 121	Home or Adult Daycare Program
3734 42	Hazardous Waste Environmental Background Investigations
3769 03	Ohio Racing Commission
3770 02	Ohio Lottery Commission
3722 07	Ohio Casino Control Commission
3905 051	Applicant to obtain license to sell Insurance through the Ohio Department of Insurance

4123 444	Investment managers/employees who contract with Ohio BWC to invest BWC funds
4303 29	Ohio Division of Liquor Control
4701 08	Accountancy Board license applicants
4715 101	State Dental Board license applicants
4717 061	Board of Embalmers and Funeral Directors license applicants
4723 09	Nurses (RNs, LPNs, dialysis techs, students entering nursing education or dialysis)
4725 121	State Board of Optometry license applicants
4725 501	Ohio Optical Dispensers Board license applicants
4729 071	State Board of Pharmacy license applicants
4729 42	Pharmacy Technician
4730 101	Physician's Assistant Certificate Applicants
4730 14	Renew a Certificate to Practice as a Physician Assistant
4730 28	Reinstatement of a Certificate to Practice as a Physician Assistant
4731 081	State Medical Board (practice medicine and surgery or osteopathic medicine or surgery)
4731 15	Certificate to practice massage therapy and cosmetic therapy
4731 171	Massage or Cosmetic Therapists certificate applicants
4731 222	Application for restoration of a medical certificate
4731 281	Renew a License to Practice Medicine
4731 296	Telemedicine practitioners certificate applicants
4731 531	Podiatrists (including surgeons) certificate applicants
4732 091	State Board of Psychology license applicants
4734 202	State Chiropractic Board license applicants
4740 061	Ohio Construction Industry license applicants
4741 10	Veterinary Medical Board license applicants
4749 03	License for Private Investigator or Security Guard
4749 06	Employment as Private Investigators/Security Guards
4755 70	Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board license applicants
4757 101	Counselor, Social Worker, and Marriage and Family Therapists Board license applicants
4759 061	Ohio Board of Dietetics license applicants
4760 032	Anesthesiologist Assistant certificate of registration applicants
4760 06	Renewal or Reinstatement of a license to be an Anesthesiologist Assistant
4761 051	Ohio Respiratory Care Board license applicants
4762 031	Acupuncturist certificate of registration applicants
4762 06	Renew a license to practice Acupuncture

4763 05	License or Certificate for General Real Estate Appraisers, Residential Real Estate Appraisers, or Assistant
4776 02	Pain Management Clinic Owner/Employee
4776 021	Trainee license for any approved board
4779 091	State Board of Orthotics, Prosthetics, and Pedorthics license applicants
4783 04	Applicant for a certificate to practice as a certified Ohio behavior analyst
5104 013	An Employee, Owner, Licensee, Administrator or Person Residing in a Type A or Type B Home, or an In-Home Aide.
5164 34	Applicant for Medicaid provider
5164 342	Applicant with agency that provides home and community based waiver services
5164 341	Independent provider for the DJFS for home and community based waiver services
5123 081	Employment with DoDD, county board of DD or contracting agency
5123 169	Applicant for a supported living certificate
5153 111	County Public Children Services Board of County Human Services Administering child Welfare
LAW	Law Enforcement/Criminal Justice
PL 104 120	Public Housing
NO ORC	Other: Please type specific reason

FBI Background Checks – Authorized Reason Codes

Notes:

- FBI background checks must only be conducted for the reasons listed below. BCI only has the authority to conduct FBI background checks if authorized state legislation is in place. FBI background checks must not be conducted for individuals applying for positions outside the state of Ohio. If the employer is located outside of Ohio, but the individual will work in Ohio the FBI background check may be conducted.
- The FBI Check does not replace legislative requirements for a BCI background check.
- Background checks must not be distributed to a third party. If conducting a background check for purposes other than your organization, the results must be sent as a “mailto” to the entity that requires the background check. An employer shall not share the results of an FBI background check with another organization under any circumstances. The prospective employee’s written consent/authorization does not waive this requirement.
- If FBI check is requested for a reason other than the categories listed below, the person must be printed on an FBI fingerprint card and the card should be forwarded to the FBI CJIS division under the Freedom of Information Act. A letter explaining the reason for the request needs to accompany the card. For more information regarding the Freedom of Information Act please call the FBI directly at 304-625-5590

Authorized Reason Codes:

Ohio Revised Code Number	Description
4701.08	Accountancy Board License applicants – BCI and FBI check upon application for initial license; results must be mailed directly to the Accountancy Board of Ohio.
4762.031	Acupuncturist Certificate of Registration license - BCI and FBI check upon application for initial license; results must be mailed directly to the State Medical Board of Ohio.
4760.032	Anesthesiologist Assistant Certificate of Registration License – BCI and FBI check upon application for initial license; results must be mailed directly to the State Medical Board of Ohio.
311.41	Carry Concealed Weapons – County Sheriff's Office use ONLY
3772.07	Casino Commission – Employees of casinos (DO NOT USE – Ohio Casino Control Commission use only)
4734.202	Chiropractic Board License applicants – BCI and FBI check upon application for license; results must be mailed directly to the Ohio State Chiropractic Board.
5153.111	County Public Children Services Board or County Human Services Agency Administering Child Welfare
4757.101	Counselor, Social Worker, and Marriage and Family Therapists Board License applicants - BCI and FBI check upon application for license; results must go directly to The Ohio CSWMFT Board. (Results to be sent electronically via Direct Copy)

5104.013	<p>Day Care Center Owner, Licensee, Administrator or Employee, Type A Owner or Administrator, Type B Family Day Care Provider - Includes Persons 18 or over residing in the Type A or B Family Day Care Home</p> <p>Day Care Center Owners, Licensees or Administrators required to have BCI and FBI upon initial license. BCI and FBI check must be completed every four years thereafter. If background check has not been completed in the four years previous to September 1, 2008 a BCI check must be completed. The results of this background check must be mailed to ODJFS.</p> <p>Type A or B Family Day Care, including individuals over 18 residing in the Type A or B Family Day Care Home: BCI and FBI check upon initial license or certification. BCI and FBI are required every four years for Type A home. County department of Job and Family Services (CDJFS) may choose to include the FBI for Type B homes every four years in addition to the BCII. Owner, Administrator, Licensees results must be sent to ODJFS. Results of the Type B home provider must be sent to the CDJFS. Results of individual over 18 residing in a Type A home must be sent to the Administrator of the home. Results of individuals over 18 residing in a Type B home must be sent to CDJFS. (Results to be sent electronically via Direct Copy)</p>
4715.101	<p>Dental Board License applicants - BCI and FBI check upon application for license; results must be mailed directly to the Ohio State Dental Board</p>
4759.061	<p>Dietetics Board License applicants - BCI and FBI check upon application for license; results must go directly to the Ohio Board of Dietetics. (Results to be sent electronically via Direct Copy)</p>
4717.061	<p>Embalmers and Funeral Directors License applicants - BCI and FBI check upon application for license; results must be mailed directly to the Ohio State Board of Embalmers and Funeral Directors.</p>
5126.28 (use in lieu of 5123.081)	<p>Employees of County Board of Developmental Disabilities</p>
3734.42	<p>Hazardous Waste Environmental Background Investigations – BCI & FBI results must mail directly <i>To Attorney General’s Office (Environmental), 30 East Broad Street, 25th Floor, Columbus, OH 43215 ONLY</i></p>
3301.32	<p>Headstart Agency</p>
3701.881	<p>Homehealth Agency Responsible for Children or Adults (in-home patient care)</p>
3721.121	<p>Home or Adult Daycare Program (nursing home, residential care facility, home for the aging, veterans home)</p>

3712.09	Hospice Care Program
4123.444	Investment Managers and Employees who contract with BWC to invest BWC funds
LAW	Law Enforcement / Criminal Justice – Used only by law enforcement / criminal justice agencies for law enforcement / criminal justice applicants; May also be used for LEADS certification and applicants for law enforcement academies. Includes law enforcement, corrections, courts and any contract staff or informants. Does not include applicants for any type of licensing through the Ohio Department of Public Safety.
4731.171	Massage or Cosmetic Therapists certificate applicants - BCI and FBI check upon application for license; results must be mailed directly to the State Medical Board of Ohio.
4731.081	Medical Board – practice medicine and surgery or osteopathic medicine or surgery – BCI and FBI check upon application for license. (Results to be sent electronically via Direct Copy)
4723.09	Nurses – (RN’s, LPN’s and dialysis technicians) Includes students entering nursing school or applicants to the Ohio Board of Nursing. BCI and FBI check required. For Board licensing, results must be sent directly to the Ohio Board of Nursing electronically via the Direct Copy field of the National WebCheck System. When hiring nursing staff for hospitals and medical facilities, other than a Children’s Hospital, use the Volunteer for Children’s Act.
4755.70	Occupational Therapy, Physical Therapy, and Athletic Trainers Board License applicants - BCI and FBI check upon application for license. (Results to be sent electronically via Direct Copy)
4740.061	Ohio Construction Industry license applicants - BCI and FBI check upon application for license; results must go directly to the Ohio State Construction Industry Board. (Results to be sent electronically via Direct Copy)
121.08	Ohio Department of Commerce – Includes real estate appraisers, loan officers, mortgage brokers, liquor and fireworks licensing. Must be mailed to the specific unit at the Ohio Department of Commerce. (Except for Liquor Control - those Results are to be sent electronically via Direct Copy)
3905.051	Ohio Department of Insurance – Resident License as Insurance Agent or Surety Bail Bond Agent. (Results to be sent electronically via Direct Copy)
3770.02	Ohio Lottery Commission - Ohio Lottery Commission typically conducts its own background checks (Results to be sent electronically via Direct Copy)
4725.501	Ohio Optical Dispensers Board License applicants - BCI and FBI check upon application for license; results must be mailed directly to the State of Ohio Optical Dispensers Board.

113.041	Ohio Treasurer of State Employees – Background checks conducted only by Ohio Treasurer of State.
3769.03	Ohio Racing Commission- FBI only for owners all others BCI and FBI required. (Results to be sent electronically via Direct Copy)
4725.121	Optometry Board License applicants - BCI and FBI check upon application for license; results must be mailed directly to the State of Ohio Optometry Board.
4779.091	Orthotics, Prosthetics, and Pedorthics Board License applicants - BCI and FBI check upon application for license. (Results to be sent electronically via Direct Copy)
2151.86	<p>Out of Home Child Care (Foster Parents, Adoptive Parents and all individuals 18 and over residing in home, and Children’s Hospitals)</p> <p>Foster parents are now required to have both a BCI and FBI check upon application for license. Every four years thereafter, a new BCI and FBI check must be submitted. This also applies to all individuals over 18 residing in the home.</p> <p>Adoptive Parents are now required to have both a BCI and FBI check upon initial application for home study. The home study is good for six years. At the 4th year home study update and at expiration (6 years) if they choose to renew their home study. This also applies to all adults residing in the home. For home studies approved prior to the effective date of the rule, the administering agency is required to conduct a BCI and FBI check on each adult residing in the household if the previous check is older than four years. Has to be completed within 60 days of the effective date of the rule.</p> <p>Employees of any Children’s Hospital as defined in ORC 2151.86(I)(1)(a-c)</p>
4776.02	Owners and Employee’s of Pain Management Clinics – BCI and FBI check. Results for the owner’s must be mailed directly to the Ohio Board of Pharmacy. Results for the employee’s must be mailed directly to the employer or potential employer.
173.394	Passport Program – Ohio Department of Aging community based long-term continuous care.
4729.071	Pharmacy Board License applicants - BCI and FBI check upon application for license; results must go directly to the State of Ohio Board of Pharmacy. (Results to be sent electronically via Direct Copy)

4729.42	Pharmacy Technicians – BCI and FBI check for employees and potential employees, and for students enrolled in a Pharmacy Technician training program to determine if they may become a qualified pharmacy technician. Does not require the criminal records check to be conducted on persons employed for five years or longer as of the effective date of April 8, 2009. Results must be mailed to the employer.
4730.101	Physicians Assistants Certificate applicants - BCI and FBI check upon application for license and license renewals (every two years); results must be mailed directly to the State Medical Board of Ohio.
4731.531	Podiatrists (including surgeons) Certificate applicants - BCI and FBI check upon application for license; results must be mailed directly to the State Medical Board of Ohio.
3301.541	Preschool Programs
4749.06	Private Investigators/Security Guards – For Class A, B and C licensing when individual intends to carry a firearm; Both BCI and FBI check required; results must be sent directly to the Ohio Department of Public Safety. (Results to be sent electronically via Direct Copy)
109.578	Prospective Firefighters/Volunteer Firefighters/EMT Applicants – FBI check may be requested
4732.091	Psychology Board license applicants - BCI and FBI check upon application for license; results must be mailed directly the Ohio State Psychology Board.
PL1104.12	Public Housing – Public Housing Agency use ONLY
3319.39	Public School District or Chartered Nonpublic School (includes parochial schools) – All school employees. Both BCI and FBI check required includes teacher licensing, teachers, office staff, custodians, cafeteria workers, bus drivers, paid coaches, contractors, central office staff, and other support staff. Does not include School Board members. Volunteers should be printed under the Volunteer for Children’s Act.
4761.051	Respiratory Care Board License applicants – BCI and FBI check upon application for license; results must go directly to the State of Ohio Respiratory Care Board. (Results to be sent electronically via Direct Copy)
4731.296	Telemedicine Practitioners - BCI and FBI check upon application for license; results must be mailed directly the State Medical Board of Ohio.
4741.10	Veterinary Medical Board License applicants – BCI and FBI check upon application for license; results must be mailed directly to the State of Ohio Veterinary Medical Licensing Board.

NCPA/VCA	Volunteer Children’s Act – This federal legislation is to be used in the absence of state legislation for individuals working with or volunteering to work with children, the elderly or individuals with disability. This should be used where state legislation does not exist and the individual may have unsupervised access with the individuals mentioned. Examples include: church volunteers, school volunteers, boy and girl scout leaders, etc.; medical personnel when the medical establishment has determined that it will conduct FBI checks on prospective employees and where state legislation does not provide them the authority to do so.
Real ID	Real ID Act – BMV employees working with facial recognition



MIKE DEWINE

★ OHIO ATTORNEY GENERAL ★

Identification
Office (740) 845-2012
Fax (740) 845-2028

www.OhioAttorneyGeneral.gov

BCI&I Forms Order Form

1. Enclose payment in the form of a money order, cashier's check or company check. Make check payable to "Treasurer, State of Ohio."
2. Mail the completed form and payment to:
BCI&I
Attn: Card Ordering Department
P.O. Box 365
London, Ohio 43140

** Agencies with an ORI or an agency code: Mail to above address or FAX to (740) 845-2028

Any questions regarding your order should be directed to: Mail Room (740)845-2012
Please allow 7-10 business days for processing of order.

Form Number	Description	Quantity
BIM-12-98	Civilian Identification Fingerprint Card \$10.00 for 100 or quantities of 10 for \$1.00	
BCI-3-72	Ohio Criminal Fingerprint Card (Livescan)	
BCI-3-72-W/ITN	Ohio Fingerprint Card with ITN	
BCI-3-72-Blk	Completely Blank (white card) (Livescan)	
FD-258	FBI Applicant Card - Free	
CCW-4-03	Concealed Carry Permit Fingerprint Card - Free (Sheriff's Office only)	
BCI-2-71	Final Disposition Report Form	
	Sexual Offender Registration Form (adult)	
	Sexual Offender Registration Form (juvenile)	
BCI-7-97	Sex Offender Fingerprint Card (adult/juvenile)	
BCI-2-96	Juvenile Fingerprint Card	
BCI-2-96-W/ITN	Juvenile Fingerprint Card with ITN	

ORI or Agency Code: _____ (required)

Agency: _____

Agency point of contact and telephone number: _____

Complete street address: _____

City, State and ZIP code: _____

Signature _____

**AGREEMENT
FOR NATIONAL WEBCHECK®
PROGRAM SERVICES AND EQUIPMENT**

This Agreement (“Agreement”) between the Ohio Attorney General (“Attorney General”), which oversees the Bureau of Criminal Investigation (“BCI”), and _____ (“Agency”) is effective on the latest date of signature below, and identifies the terms, conditions, duties, and responsibilities of each party regarding the National WebCheck® (“WebCheck”) program and equipment. The Agreement also ensures that the information received from the Attorney General is used appropriately by Agency and within the requirements of the Ohio Revised Code, the Ohio Administrative Code, and Federal laws and regulations.

I. Purpose

Under Ohio law, persons in various occupations and volunteer roles must obtain criminal background checks in order to be eligible for licensing, employment and volunteer activities. Such criminal background checks are available through the WebCheck services administered by the Attorney General, through BCI. This Agreement sets forth the terms and conditions under which Agency may obtain and disseminate criminal background check information through WebCheck services.

II. Basic Agency Responsibilities

- A. Agency must procure WebCheck equipment from a vendor that has been certified by BCI as an approved provider and maintain the equipment as directed by the vendor.
- B. Agency agrees to comply with any and all monitoring requests made by the Attorney General in a timely and complete manner.
- C. Agency agrees to comply with any and all training requirements set forth by the Attorney General. Agency’s participation in an initial training will be required before Agency will be granted access to the WebCheck services.

III. Agency Responsible for Full and Timely Payment of Fees to Be Charged by Attorney General

- A. To ensure full and prompt payment, Agency agrees to make fee payments to the Attorney General using commercially reasonable payment methods as directed by the Attorney General. Such methods may include, without limitation, payments via Automated Clearing House (“ACH”) or other electronic payment method. Notice of any changes in the required payment methods shall be provided pursuant to Section XI.
- B. Attorney General shall submit invoices to Agency as follows:
Agency: _____
Address: _____

Attn: _____

- C. Absent more specific requirements provided by the Attorney General, the Attorney General will issue a monthly invoice to Agency and payments shall be made pursuant to this Section. Agency understands that failure to pay the Attorney General the appropriate criminal background check fees within 30 days after an invoice is issued by the Attorney General may result in termination of access to WebCheck services. Agency also understands that a fee of \$35.00 may be charged to the Agency to reinstate access to WebCheck services after the delinquent account is paid in full.
- D. If payment is not received within 75 days after an invoice is issued, Agency shall be in default and the Attorney General may exercise all legal rights and remedies as set forth in Paragraph X below. Interest owed for such non-payment of fees shall accrue at the rate set forth in Ohio Revised Code Sections 131.02, 5703.47, and 126.30 as applicable.
- E. Agency shall pay the following fees for criminal background checks:
 - a. The fee set forth in Ohio Administrative Code 109:5-1-01, as it may be amended from time to time, for a background check of BCI records; and
 - b. \$24.00 for a background check of FBI records.
- F. The Attorney General may increase the fees charged for background checks of BCI and/or FBI records at any time prior to Agency conducting a background check, and upon notice to Agency.

IV. Restrictions on Dissemination of WebCheck Information

- A. The parties acknowledge that access to computerized criminal history (“CCH”) information is governed by both state and federal statutes. Any violation of these statutes and/or the dissemination restrictions set forth in this Section will constitute a default for which the Attorney General may immediately terminate Agency’s direct and indirect use of and access to WebCheck services.
- B. Dissemination of the FBI CCH must be limited to the following:
 - a. Criminal justice and governmental non-criminal justice agencies.
 - b. Pursuant to 28 USC §534, Pub. L. 92-544, CCH information must not be disseminated to a third party organization.
 - c. The CCH information must not be used for any purpose other than outlined in 28 USC §534, Pub. L. 92-544 or Ohio Revised Code statutes approved by the U.S. Attorney General.
- C. Dissemination of the BCI CCH must be limited to the following:
 - a. The information must not be used for any purpose other than authorized in R.C. 109.572 and related Ohio Revised Code statutes.
 - b. The information may only be released to the individual/organization authorized on the BCI waiver for release of criminal history information. It is not permissible for the Agency to copy and distribute the results of a criminal history background check to multiple organizations.

V. Compliance with Civilian Background Check Requirements

- A. Agency must comply with all civilian background check requirements included in Ohio law and the Ohio Civilian Background Check Training Manual published by the Ohio Attorney General.
- B. Agency understands that an FBI background check does not replace a BCI background check and may be done only when authorized by an approved Pub. L. 92-544 state statute. A background BCI

check must be completed for every individual requiring a background check for employment purposes.

- C. Agency understands that failure to adhere to any requirement set forth in this Agreement may result in termination of WebCheck services. It is further understood that additional training and/or a \$35.00 reinstatement fee may be required to restore access to WebCheck services.

VI. Duty to Maintain Accurate, Auditable Records of Transactions

The Agency agrees that BCI's Quality Assurance Unit may audit all WebCheck transactions submitted by Agency. The Agency hereby agrees to keep accurate, auditable records of each WebCheck transaction for at least one (1) year following each transaction. The Agency also agrees to allow BCI employees access to this information during normal business hours.

VII. Prohibition against Unauthorized or Inappropriate Use of WebCheck Information

Agency agrees that unauthorized use of computerized criminal history information is in violation of state and/or federal law and can lead to criminal charges. If Agency is a non-criminal justice agency, Agency acknowledges that applicants for positions in their organizations may authorize access to their criminal history records for the use of that specific agency only as described in Section VIII below. Inappropriate use or dissemination of computerized criminal history information will result in termination of Agency's access to WebCheck services. Further, Agency understands that misuse or falsification of information transmitted and received through the WebCheck program may result in criminal felony charges being filed.

VIII. Rights and Responsibilities Concerning Employee Access to WebCheck Information

- A. The Agency shall not permit an individual to access, disseminate or otherwise use WebCheck information if that individual has ever been convicted of:
 - a. A felony; and/or
 - b. Any other crime involving theft, deceit, fraud or other act of moral turpitude.
- B. If Agency is a private, non-government agency, Agency agrees that, prior to permitting an individual to access, disseminate or otherwise use National WebCheck information, Agency shall conduct, at its own expense, a BCI background check on that individual.

IX. Term and Termination

- A. This Agreement will be effective beginning on the latest date of signature below. Either party may terminate this Agreement for any reason after providing three (3) days written notice to the other party. Otherwise, this Agreement will terminate three (3) years from the effective date.
- B. This Agreement cannot be transferred by Agency. If Agency transfers its equipment to another party, this Agreement will terminate automatically.

X. Default and Immediate Termination

The Agency's failure to satisfy any of the terms, conditions, duties, and responsibilities set forth in this Agreement shall constitute a default for which the Attorney General may immediately and without notice terminate this Agreement and Agency's use of and access to WebCheck services. The Attorney General shall also have the right to pursue any and all other remedies against Agency for failure to satisfy any of the terms, conditions, duties, and responsibilities set forth in this Agreement.

XI. Communications, Approval and Notices

Any communications, approvals and notices that must be made to or by the parties pursuant to this Agreement shall be made in writing using the addresses set forth below.

XII. Entire Agreement

This Agreement contains the entire agreement between the parties hereto and shall not be modified, amended or supplemented, or any rights herein waived, unless specifically agreed upon in writing by the parties hereto. This Agreement supersedes any and all previous agreements, whether written or oral, between the parties.

XIII. Facsimile Signatures

Any party hereto may deliver a copy of its counterpart signature page to this Agreement via fax or e-mail. Each party hereto shall be entitled to rely upon a facsimile signature of any other party delivered in such a manner as if such signature were an original.

Remainder of page intentionally left blank

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

(Agency name)

By: _____

Name: _____

Title: _____

Date: _____

Contact Name: _____

Address: _____

E-mail: _____

Telephone: _____

FAX: _____

FED TAX ID NO: _____

AGENCY ID NO: _____

Type: Government Non-Government
 Other _____

OHIO ATTORNEY GENERAL

By: _____

Rickeya Franklin

Director of Identification, BCI

Date: _____

BCI

Attn: Civilian Quality Assurance

PO Box 365

London, OH 43140

E-mail: NationalWebcheck@ohioattorneygeneral.gov

Telephone: 740-845-2113

FAX: 866-912-7118

If your Agency operates more than one National WebCheck system under the same agency ID please list the contact person, phone number and address of each location (attach a separate sheet if necessary).

Contact Name: _____

Phone Number: _____

E-mail address: _____

Address: _____

City, State, Zip Code: _____

Contact Name: _____

Phone Number: _____

E-mail address: _____

Address: _____

City, State, Zip Code: _____

Contact Name: _____

Phone Number: _____

E-mail address: _____

Address: _____

City, State, Zip Code: _____

Contact Name: _____

Phone Number: _____

E-mail address: _____

Address: _____

City, State, Zip Code: _____