



Ohio Statewide Search Instructions

Summary – The state of Ohio requires fingerprints to be obtained in order to submit a statewide criminal background check for processing. There are two sets of instructions below that should be followed.

- Applicant located in the state of Ohio – the applicant will have to physically visit one of the locations that has WebCheck technology; this is a state maintained electronic fingerprint system.
- Applicant is NOT located in the state of Ohio or near a WebCheck location – If the applicant does not currently reside in the state of Ohio or currently lives more than 75 miles away from the nearest WebCheck location, an exemption form must be filled out and the applicant will be required to obtain a set of ink fingerprints from a local policing authority.

Applicant located in the state of Ohio

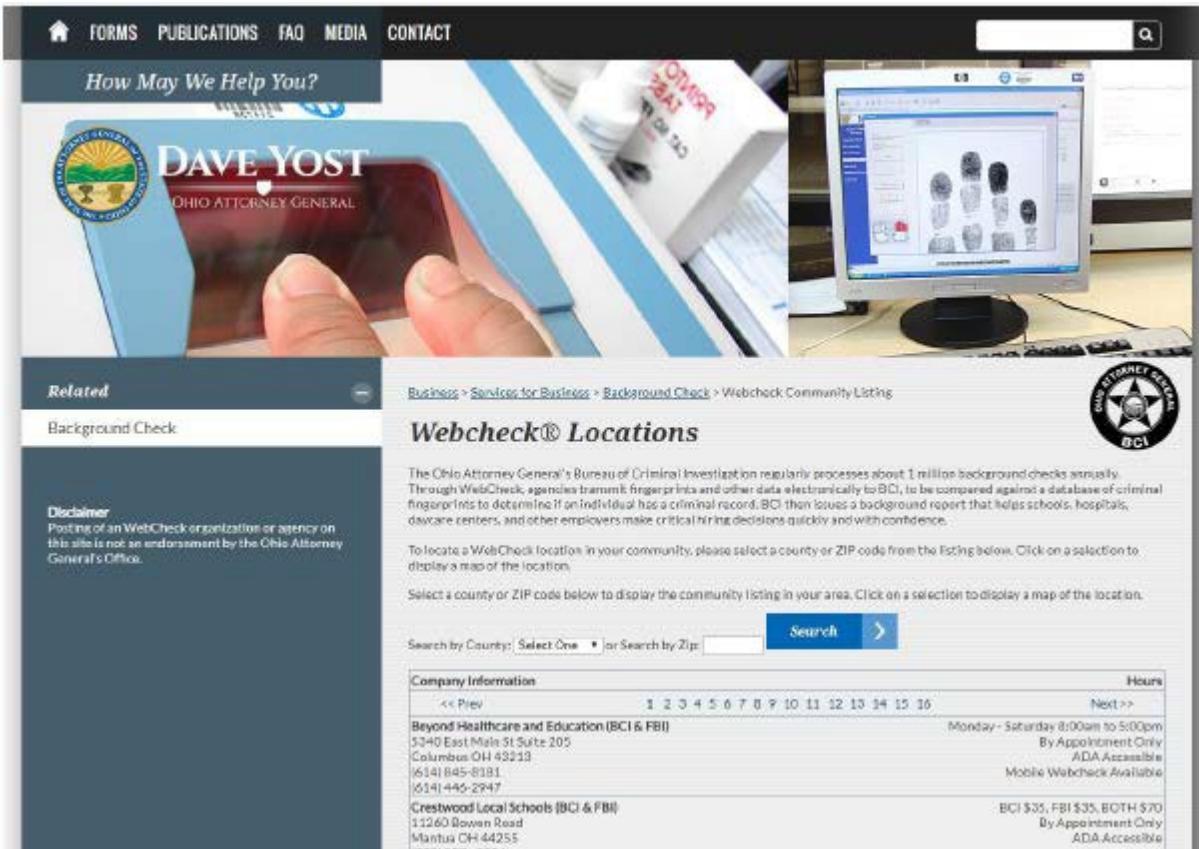
The below instructions should be followed when submitting electronic fingerprints through a WebCheck facility for the purposes of obtaining an Ohio Statewide Criminal Search. **Please alert the facility that only a BCI search needs to be conducted.**

- The applicant must physically visit one of the locations with WebCheck technology; this is a state maintained electronic fingerprint system. The following site provides locations throughout the state where the applicant can visit. It is critical that you call to verify the hours and availability before you travel to one of the locations.

<https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>

- Upon entering a WebCheck location, you may experience the following. Please note that each site has the potential to be handled differently.





You will be asked to present your driver's license or other state issued picture identification to the WebCheck attendant. The WebCheck attendant will fill out the information on the computer.

They will ask where you want the results sent back. You will request the results be sent to the First Advantage address below. **You will be asked to submit a payment of \$22.00 cash or money order.** Fees and methods of payment may vary depending on the facility.

You may be asked for what purpose. The reason should be "No ORC" and the purpose should be "Pre Employment Screening". If the facility does not accept No ORC as the reason code, the link below will give you a list of reason codes. Please use the code that most closely matches your description.

[https://www.ohioattorneygeneral.gov/Files/Publications-Files/Background-Check-Publications/BCI-Background-Check-Reason-Codes-\(PDF\)](https://www.ohioattorneygeneral.gov/Files/Publications-Files/Background-Check-Publications/BCI-Background-Check-Reason-Codes-(PDF))

First Advantage

Attn: CRRG

11800 Exit 5 Parkway, Suite 120

Fishers, IN 46037



- The Bureau of Criminal Investigation receives the fingerprints electronically and returns the paper result to First Advantage. Turnaround time is 30 days, but may be returned sooner depending on the readability of the applicant's electronic fingerprints.

Applicant is NOT located in the state of Ohio or near a WebCheck location

If the applicant does not currently reside in the state of Ohio or currently lives more than 75 miles away from the nearest WebCheck location, an exemption form must be filled out and the applicant will be required to obtain a set of ink prints from a local Sheriffs office.

Important Notes:

- The agency will accept the OH BCI fingerprint card, or the FBI fingerprint card.
- The exemption form is required if not using a WebCheck facility. Requests without the exemption form will be delayed and rejected.
- If you need an Ohio state fingerprint card, please email FishersClinicalServicesShipping@fadv.com and request an original Ohio fingerprint card. Please include your full name, mailing address and the company you are applying to in your email. A card will be mailed to you immediately.

Instructions

- The applicant must complete the Request for Exemption Fingerprinting Submission Requirement form. The link to the form is below. This form needs to be completed and included with a hard copy of the fingerprints. The state of Ohio will determine if your exemption form will be approved.

<https://www.ohioattorneygeneral.gov/Files/Forms/Forms-for-BCI-Criminal-Records-and-Background-Chec/Background-Check-Forms/>

- Out of state or exempt applicants should contact their local Sheriffs offices for ink fingerprint availability.
- Fields on the Front of the Card: Applicants name, date of birth, social security number, Agency code/ORI (1AB002), alias names, address and First Advantage in the Send Background Results to field and Employment under the reason fingerprinted.
- Fields on the back of the card: First Advantage as the Agency name, name, signature and date and parent/guardian if the applicant is a minor.

Send Background checks to – this should be filled out by checking Other and supplying the First Advantage address listed below.

Applicants Last Name, First Name, Middle Name, Date of Birth, and Social Security Number should be filled in.

Ohio resident more than 5 years – Check Yes or No



Send to Teachers Cert – This should be checked if you are applying for a teaching position. All other candidate should check No or leave it blank.

Driver's License and State ID Number – Please include the state of issue and number.

Alias AKA (if applicable) – Enter any previous legal names such as a maiden name.

Full Fingerprints – These will be completed by the policing authority you contact.

Reason Fingerprinted – Select “No ORC” and the Reason Fingerprinted section enter “Pre Employment Screening”. If the facility does not accept No ORC as the reason code, the below link will give you a list of reason codes. Please use the code that most closely matches your job description.

[https://www.ohioattorneygeneral.gov/Files/Publications-Files/Background-Check-Publications/BCI-Background-Check-Reason-Codes-\(PDF\)](https://www.ohioattorneygeneral.gov/Files/Publications-Files/Background-Check-Publications/BCI-Background-Check-Reason-Codes-(PDF))

- Applicant or Customer should send the Exemption Form and the Fingerprint Card to the First Advantage address listed on the Fingerprint card and is below for processing. It is recommended that you use a mailing method that includes a tracking number.

First Advantage

Attn: CRRG

11800 Exit 5 Parkway, Suite 120

Fishers, IN 46037

- The Bureau of Criminal Investigation receives the Exemption Form and the Fingerprint card by mail from First Advantage. Turnaround time is up to 30 business days from the fingerprint submission to the Bureau by First Advantage.

Please see the next pages for examples of the fingerprint cards.



Front of Card

CIVILIAN BACKGROUND CHECK				
ADDRESS OF PERSON FINGERPRINTED: STREET, CITY, STATE, ZIP Enter full address		<u>TYPE ALL INFORMATION IN BLACK</u>		
		LAST NAME <u>NAM</u>	FIRST NAME	MIDDLE NAME
Last Name, First Name, Middle Name				
DATE FINGERPRINTED	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS Filled out by the policing agency			
SEND BACKGROUND CHECK RESULTS TO: (Please check one) <input type="checkbox"/> agency listed in agency code box <input type="checkbox"/> other - specify _____ First Advantage Attn: CRRG 11800 Exit 5 Parkway Suite 120 Fishers IN 46037				
DATE OF BIRTH <u>DOB</u> Month Day Year Date of birth				
SOCIAL SECURITY NO. <u>SOC</u> Social Security Number				
AGENCY CODE/or/ORI/AGC 1AB002				
DRIVERS LICENSE OR STATE ID NBR Driver's license number				
ALIASES AKA Enter any other names such as maiden name or previous legal name				
REASON FINGERPRINTED (Please Check One)				
<input type="checkbox"/> ORC _____ <input type="checkbox"/> Law enforcement (police, corrections applicant or criminal justice employment) Employment <input type="checkbox"/> Other, please specify _____				
The policing authority will complete this section with your fingerprints				
1. R. THUMB	2. R. INDEX	3. R. MIDDLE	4. R. RING	5. R. LITTLE
				



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

Do Not edit this top section

I certify that the personal identifiers provided on this form are accurate and I voluntarily and knowingly authorize the Ohio Bureau of Criminal Investigation (BCI) to conduct a criminal records check for information relating to me. I also voluntarily and knowingly authorize BCI to disseminate criminal arrest, conviction and juvenile delinquency adjudication records to First Advantage Agency Name. I voluntarily and knowingly release and discharge the Ohio Attorney General's Office, BCI 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 printed

Applicant's Name (please print)

Applicant's signature and date

Applicant's Signature (Date)

Applicant's parent/guardian name (if applicant is a minor)

Parent/Guardian Name

Applicant's parent/guardian signature (if applicant is a minor)

Parent/Guardian Signature (Minor Applicants only)