

Appendix

C

Ohio Attorney General Mike DeWine

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BACKGROUND CHECK

Many Ohio employers, both public and private, are required to perform background checks on new hires and individuals obtaining professional licenses. The Attorney General's Office's Bureau of Criminal Identification and Investigation (BCI) completes such background checks by comparing fingerprints received against a database of criminal fingerprints to determine if there is a criminal record. All fingerprints must be submitted to BCI through WebCheck or card scan unless exemption reasons are met.

To get a background check, [contact a provider from this listing](#).

If you have questions, please take a look at the [frequently asked questions](#), or call BCI at (877) 224-0043.

RELATED

[Background check FAQs](#)
[Purchasing WebCheck equipment](#)
[WebCheck equipment vendors](#)
[WebCheck locations](#)

FORMS

[Fingerprint Supply Order Form](#)
[Request for Copy of Ohio Background Check](#)
[Request for Exemption Form](#)
[Request for Exemption Information Sheet](#)
[Request for FBI Name Search](#)
[Request for Release - FBI Rapsheet](#)

PUBLICATIONS

[BCI Background Check Reason Codes](#)
[BCI Civilian Background Check Procedures](#)
[Bureau of Criminal Identification & Investigation Overview Brochure](#)
[FBI Background Check Procedures](#)
[FBI Background Check Reason Codes](#)
[Nov 30, 2010 Webcheck Vendor Bulletin](#)
[Request for Copy of Background Check Procedures](#)
[WebCheck Location Card](#)

LINKS

[Federal Bureau of Investigation](#)

Ohio Department of Insurance Agent / Agency Services



Background Check

CRIMINAL BACKGROUND RECORDS CHECK REQUIRED FOR RESIDENT INSURANCE LICENSURE

Ohio Revised Code 3905.051 requires all individuals applying for a resident insurance license issued by the Ohio Department of Insurance (ODI) to submit fingerprints for a criminal records check completed by the Ohio Bureau of Criminal Investigation and Identification (BCI) and the Federal Bureau of Investigations (FBI). The results of both criminal records checks must be sent directly to ODI from BCI or FBI. Results not received directly by BCI or FBI will not be accepted.

To complete a criminal background check, applicants must use "National" WebCheck, a web-based fingerprinting technology that processes background checks electronically. By law, ODI cannot complete the processing of an applicant's application until it receives the criminal background check report from both BCI and FBI.

Criminal Background Check Instructions:

1. Request a criminal records check from a WebCheck vendor that participates in "National WebCheck"
2. Pay the criminal records check fee directly to the National WebCheck vendor
3. Indicate the reason fingerprinting as: **Required for Licensure/Permit, Insurance Lic. or ORC 3905.051** (If requested, list the agency code as: **BQE445**)
4. Request the criminal background check results be sent to ODI:
 1. For ODI to receive an electronic result from BCI and FBI, request delivery option as:
Direct Copy to Ohio Department of Insurance
 2. For ODI to receive a mailed result from BCI and FBI, request delivery option as:
Bill to—Send to

*Ohio Department of Insurance
50 West Town Street, Third Floor, Suite 300
Columbus, OH 43215*

Frequently Asked Questions:

I recently had a BCI and FBI criminal records check completed for another purpose. Can I just use those results to meet the requirements for the Insurance Department?

No. The law requires that an applicant state the purpose of the records check. The results of the completed records check may not be shared and may only be submitted to the agency or Department in which the request was made.

What happens if I have a criminal history reported to the Department?

The results of the criminal background check will be reviewed by the License Division. If the offense(s) identified in the report need further review, the Department's Legal Division will determine if the offenses potentially make you ineligible for licensure in Ohio. If the Department determines that a license should not be issued, the applicant will be offered an opportunity of a hearing to discuss the matter with the Department.

Will I have to submit a criminal records check to renew my license every two years?

No. The records check requirement does not apply to the biennial renewal process or to non-resident applicants.

How much does the criminal background check cost?

BCI charges \$22.00 and the FBI charges \$24.00. The National WebCheck vendor providing the criminal background check service will charge a fee for conducting the records check. Individuals may use any National WebCheck vendor authorized by BCI. A list of all National WebCheck vendors in Ohio is available at: <http://www.ag.state.oh.us/business/fingerprint/data/index.asp>.

Additionally, ODI has individual written agreements with the National WebCheck vendors listed below. Any National WebCheck vendor listed below may not charge more than \$66.00 (combination of BCI check, FBI check & service fee).

ODI has written agreements with the following National WebCheck vendors:

Accurate Investigative Services (BCI & FBI)

(No Appointment Necessary)

Akron - (330) 253-1288

Twinsburg - (330) 963-6674

www.accurate-detective.com

www.domestic-investigations.com

Ascertain Screening and Investigations, LLC (BCI & FBI)

(No Appointment Necessary)

(800) 858-2901 or (614) 858-0100

www.fingerprintsolumbus.com

Background Research Group, LLC (BCI & FBI)

(Appointment Necessary)

(440) 941-7776

www.backgroundresearchgroup.com

Background Screening Solutions (BCI & FBI)

(dba AAA Background Checks)

(No Appointment Necessary)

(614) 885-0980

Biometric Information Management (BCI & FBI)

(Appointment Necessary)

614-432-3620

www.bioinfomgt.com

CASA of Seneca, Sandusky & Wyandot Counties (BCI & FBI)

(No Appointment Necessary)

Tiffin - (419) 448-1442

Confidential Solutions, Inc. (BCI & FBI)

(No Appointment Necessary)

Lakewood - (216) 228-3394

Akron - (330) 253-5188

Corporate Investigative Services, Inc. (BCI & FBI)

(Appointment Necessary)

(440) 614-0100 (ask for WebCheck Services)

www.cispros.com

Integrity Verifications, Inc. (BCI & FBI)

(Appointment Necessary)

Medina - (330) 725-3866

www.IntegrityVerifications.com

Kettering Police Department (BCI & FBI)

(Appointment Necessary)

Kettering - (937) 296-2580

www.ketteringohio.org

Master Security, Inc (BCI & FBI)

(Appointment Necessary)

(330) 746-4448

www.mastersecurityinc.com

National Background Check, Inc. (BCI & FBI)

(dba 1A Accurate Fastfingerprints.com)

(dba Fast Fingerprints)

(No Appointment Necessary)

(Schedule your appointment online)

Corporate office (Columbus) - (877) 932-2435

www.fastfingerprints.com

RefCheck Information Services Inc.

(Appointment is necessary)

(614) 777-8844

www.refcheck.com

The Pre-Check Company (BCI & FBI)

(Depending on location an appointment may be necessary)

(216) 226-7700

www.pre-check.com

For more information, please contact the License Division of the Ohio Department of Insurance at **614-644-2665**.