



## **CRIMINAL RECORD CHECK INFORMATION/INSTRUCTIONS**

Ohio law requires all individuals who apply for a license or certificate with the Ohio Board of Nursing to submit fingerprints for criminal record checks completed by the Ohio Bureau of Criminal Investigation (BCI) **and** the Federal Bureau of Investigation (FBI).

**The Nursing Board does NOT process any fingerprints, whether captured electronically or on cardstock. All fingerprint processing is completed by BCI. DO NOT SEND FINGERPRINT CARDS TO THE OHIO BOARD OF NURSING.**

### **1. FINGERPRINTING INSTRUCTIONS**

#### **a. Option 1- Electronic Fingerprint Services in Ohio**

The Board recommends you submit electronic prints when possible because processing times are shorter.

If you are located in Ohio or can travel to Ohio, submit electronic prints via the national Webcheck Program. To find an approved Ohio Webcheck facility, visit <https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>.

Once you have located a Webcheck facility near you:

1. Call the facility to schedule an appointment and verify requirements for fingerprinting at that location. Generally, you will need:
  - A valid, government-issued photo ID
  - **Reason for fingerprinting. In this field put "ORC 4723.091."**
  - Form of payment.

2. Have the Webcheck facility select “direct copy” from the dropdown box for Ohio Board of Nursing, located at 17 S. High Street, Ste. 660, Columbus, Ohio 43215.

**b. Option 2- Out of State Fingerprint Services**

If it is not possible for you to appear in Ohio for electronic fingerprinting through Webcheck, you will need to obtain ink fingerprints as follows:

1. Contact an entity that can perform ink fingerprinting and verify the requirements for fingerprinting at that location. Most local law enforcement agencies will complete ink fingerprinting. Generally, you will need:
  - A valid, government-issued photo ID
  - Payment: personal check/cashier check/money order ONLY.
2. Print **two of each** of the fingerprinting cards found at:
  - BCI (print two of these)  
<https://www.ohioattorneygeneral.gov/Files/Forms/Forms-for-BCI-Criminal-Records-and-Background-Chec/Background-Check-Forms/BCI-fingerprint-card.aspx>
  - FBI (print two of these)  
<https://www.ohioattorneygeneral.gov/Files/Forms/Forms-for-BCI-Criminal-Records-and-Background-Chec/Background-Check-Forms/FBI-fingerprint-card>
3. Complete the ink fingerprinting on the **four** cards at the location you identified in step 1.
  - Verify the top left-hand corner on two cards says “APPLICANT” and on the other two cards says “BCI.”  
If the fingerprinting location you go to requires you to use their fingerprint cards, strike through the word “APPLICANT” and print “BCI.”

- Complete the top portion of all four cards. Print legibly and ensure the information matches what you provided on your Nursing Board application.
  - For **reason for fingerprinting**, type or print **“ORC 4723.091.”**
  - For **employer or address**, type or print:  
Ohio Board of Nursing  
17 S. High Street, Suite 660  
Columbus, Ohio 43215

4. Mail two fingerprinted cards (one APPLICANT and one BCI) to BCI with payment for processing.

- Obtain a money order, personal check, or business check for payment (cash is not accepted) in the amount of \$47.25. This fee covers both the BCI and FBI criminal record checks.
- Make the check or money order payable to *Treasurer, State of Ohio*
- Place two fingerprinted cards (one APPLICANT and one BCI) in an envelope with payment and mail them to:

**Ohio Bureau of Criminal Investigation (BCI)**  
**PO BOX 365**  
**London, Ohio 43140**

- Keep the other two fingerprinted cards in case the prints you mailed to BCI are rejected. If you are notified that the prints you mailed were rejected, mail the two cards (one APPLICANT and one BCI) that you kept to BCI with the rejection notification. There should not be an additional charge for the additional processing as long as you include the rejection notice with the second submission.

## 2. FINGERPRINTING RESULTS

After receiving your fingerprints (whether electronically or on the fingerprint cards), BCI processes the fingerprints, completes its initial review based on the fingerprints, and sends the results to the Nursing Board.

Typically, there are two outcomes from BCI's initial review:

1. BCI determines no further review is needed and sends the results to the Board within days of BCI's receipt. (It takes much longer for BCI to receive paper fingerprint cards than electronic prints) OR
2. BCI determines a more in-depth review is needed. **It can take 4 weeks or longer for BCI to complete this in-depth review and send the results to the Board.**

## 3. IMPORTANT TIPS

Mistakes that cause delays in criminal record check results include:

1. Illegible or misspelled name on fingerprint cardstock.
2. Illegible/incorrect/missing social security number.
3. Missing or incorrect name of the board where the criminal record check results need to be sent. Use: Ohio Board of Nursing .
4. Incorrect code for the reason for fingerprinting. For Ohio Board of Nursing, use: 4723.091

Links to Ohio Attorney General information on FBI and BCI criminal record checks:

1. [https://www.ohioattorneygeneral.gov/Files/Publications-Files/Background-Check-Publications/BCI-Civilian-Background-Check-Procedures-\(PDF\)](https://www.ohioattorneygeneral.gov/Files/Publications-Files/Background-Check-Publications/BCI-Civilian-Background-Check-Procedures-(PDF))
2. [https://www.ohioattorneygeneral.gov/Files/Publications-Files/Background-Check-Publications/FBI-Background-Check-Procedures-\(PDF\)](https://www.ohioattorneygeneral.gov/Files/Publications-Files/Background-Check-Publications/FBI-Background-Check-Procedures-(PDF))

**For questions regarding criminal record checks, please contact BCI directly at 877-224-0043.**