



Department of Commerce

Division of Financial Institutions

BANK BACKGROUND CHECK INSTRUCTIONS

Banks – Superintendent’s Powers
Ohio Revised Code Section 1121.23

**Ohio Department of Commerce
Division of Financial Institutions**

77 South High Street, 21st Floor

Columbus OH 43215-6120

Telephone: (614) 728-8400

TTY/TDD 800 | 750 0750

www.com.ohio.gov/fin

WARNING: It is a crime to provide a false statement to a government official or public agency. R.C. 2921.13. “An Equal Opportunity Employer and Service Provider”



Department of Commerce

Division of Financial Institutions

Mike DeWine, Governor
Jon Rusted, Lt. Governor

Sheryl Maxfield, Director

Background Check Instructions **Ohio Revised Code Sections 109.572(B)(1) and 1121.23**

Ohio law requires individuals participating in bank operations to obtain criminal record checks whenever the approval of the Superintendent of Financial Institutions is required for the individual to begin service with the bank. Background checks are required for bank organizers, incorporators, directors, executive officers, controlling shareholders, any person having substantial interest in a bank, and any person participating in the management of a bank.

All Background check applicants must:

1. Request both FBI and Ohio Bureau of Criminal Investigation (BCI) background checks.
 - a. When a reason fingerprinted code is requested, use 121.08 for FBI and 1121.23 for BCI.
2. Request to have fingerprints scanned electronically.
 - a. If you cannot have your fingerprints scanned electronically, use a fingerprint card.
 - b. You must mail the fingerprint cards to BCI for processing (see additional detail below).
3. Have the results mailed directly to the Division of Financial Institutions (Division) to the contact and address listed below.

All background checks should be mailed to the attention of:

Anika Parker, Corporate Specialist
Ohio Division of Financial Institutions
77 South High Street, 21st Floor
Columbus, OH 43215-6120

Background check service providers charge a fee for their services. Some providers may be able to accommodate both your FBI and BCI background checks (see additional detail below). Please note that the providers' fees are not part of the Division's application fees. Generally, the turnaround period from the time fingerprints are taken, to the time the Division receives the results, is 30-45 days. Therefore, the Division encourages applicants to schedule their fingerprinting appointments as early as possible during the application process.

Please note, the Division must review your background check results to make a decision regarding your application. When you direct your background check results to the Division, you consent for Division staff to access the personal information that is contained in those materials.

Additional Detail

For additional information on background checks, applicants may view the Ohio Attorney General's Background Check Frequently Asked Questions at:

<https://www.ohioattorneygeneral.gov/FAQ/Background-Check-FAQs.aspx#FAQ86>.

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