



Criminal History Instructions for Application

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Applicant Notification and Record Challenge

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34. You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>



All applicants for initial registration, licensure or certification are required to complete a criminal records check of **both state and FBI records**. This requirement also applies to an applicant who is “upgrading” their credential.

An applicant must have fingerprints taken by the Webcheck® user (a business, government agency or private entity that provides criminal record check services) approved by the Bureau of Criminal Identification and Investigation (BCI&I) within ten (10) days after the date of filing an application. Applicants should not have fingerprints taken before filing an application with the Division of Real Estate.

An applicant must contact and arrange with a Webcheck® user to have fingerprints taken and submitted to BCI&I using the Webcheck® system. Applicants should take their government issued photo identification with them to the Webcheck® location. Some Webcheck® users can only submit fingerprints for a state records check and *not* an FBI records check. The applicant should confirm the Webcheck® user can submit **both state and FBI fingerprints** to BCI&I.

A list of Webcheck® users may be found on the web at:

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

Additional information on Webcheck® may be found at:

<http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck>
or obtained from BCI&I at (877) 224-0043 or P.O. Box 365 London, Ohio 43140

The applicant must pay all fees associated with the criminal records check to the Webcheck® user at the time the fingerprints are taken.

An applicant must instruct the Webcheck® user to use the following reason codes and to have BCI & I send the results (state and FBI criminal records check) to the Division at this address:

BCI&I Reason Code: 4735.143

FBI Reason Code: 4735.143

**Division of Real Estate and Professional Licensing
6606 Tussing Rd.
PO Box 4008
Reynoldsburg, OH 43068**

- BCI&I submits results to the Division within thirty (30) days of BCI&I's receipts of the applicant's fingerprints.
- Failure to timely comply with the criminal records check requirement may result in the denial of an application.



You may obtain a copy of your FBI Identification Record by sending a request to:

**FBI's CJIS Division
Attn: Record Request
1000 Custer Hollow Rd.
Clarksburg, WV 26306**

You are required to provide the following:

1. Your written request.
2. Payment for the \$18 processing fee, either by certified check or money order made payable to the U.S. Treasury, or a credit card. For credit card payment information, refer to www.fbi.gov/hq/cjisd/fprequest.htm.
3. A current, original ten print fingerprint submission (not previously processed) taken by a local law enforcement agency and bearing your **name, date of birth, and place of birth**.

If, after reviewing your record, you believe it is inaccurate or incomplete, you may challenge the record by contacting the agency (or agencies) that originally submitted the information or by sending your challenge to:

**FBI's CJIS Division
Attn: Correspondence Group
1000 Custer Hollow Rd
Clarksburg, WV 26306**

Individuals requesting a Challenge and Review of their Ohio criminal history record, should utilize the following procedure.

1. A written request for a challenge & review must be submitted to the Ohio Bureau of Criminal Identification & Investigation, Identification Division. This request must include a brief explanation for the reason the record is being challenged, the individuals name and complete mailing address.
2. The individual must be fingerprinted by a law enforcement or criminal justice agency to provide positive identification. All data fields on the fingerprint card must be completely filled out. To ensure expeditious processing the reason fingerprinted data field should contain "Challenge & Review" (There is no fee charge for this service)
3. The required items listed above should be mailed together to:

**Ohio Bureau of Criminal Identification & Investigation
Attn: Challenge & Review
PO Box 365
London, Ohio 43140**