

## **Criminal Record Check Information & Instructions**

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

The Board of Nursing does NOT process any fingerprints, whether captured electronically or on cardstock. All fingerprint processing is completed by BCI.

**PLEASE DO NOT SEND FINGERPRINT CARDS TO OBN.**

### **Fingerprint instructions**

#### **Option 1: Electronic Fingerprint Services in Ohio**

OBN recommends that you submit electronic prints 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 the Ohio Attorney General [website](#).

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. You will need:
  - A valid, government-issued photo ID,
  - Reason for fingerprinting, use code “**ORC 4723.091**”
  - Payment
2. Request that the Webcheck facility select “**Direct Copy**” from the dropdown menu for the Ohio Board of Nursing.
  - Please advise the Webcheck facility to NOT use the Board’s mailing address when selecting OBN as the **Direct Copy Receiver**. Electronic copies will expedite report processing.

## Option 2: Out of State Fingerprint Services

If it is not possible for you to appear in Ohio for electronic fingerprinting at a Webcheck facility, you will need to obtain ink fingerprints.

1. Contact an entity in your state that can perform ink fingerprinting and verify the requirements for fingerprinting at that location. Most local law enforcement agencies will complete ink fingerprinting. To complete ink fingerprinting you will need:
  - A valid, government-issued photo ID
  - Payment: personal check/cashier check/money order only.
2. Print two copies each of the [BCI fingerprint card](#) and the [FBI fingerprint card](#).
3. Complete the ink fingerprinting on all four cards at your identified location.
  - Verify the top left-hand corner on the two FBI cards read “Applicant” and the BCI cards read “BCI.”
    - If your fingerprinting location requires you to use their cards, please cross out the word “Applicant” and print “BCI.”
  - Complete the top portion of all four cards. Print legibly and ensure the information matches what was included on your Ohio Board of Nursing application.
    - Use code ORC 4723.091 for the reason for fingerprinting.
    - For employer address please include:

Ohio Board of Nursing  
17 S. High Street, Suite 660  
Columbus, OH 43215

4. Mail two fingerprint cards (one Applicant and one BCI) to the Ohio Bureau of Criminal Investigations (BCI) with payment for processing. Please use a money order, personal check, or business check in the amount of \$47.25. Cash will not be accepted. The payment covers both the BCI and FBI criminal record checks.
  - Make the check or money order payable to *Treasurer, State of Ohio*.
  - Please mail fingerprint cards and payment to:

Ohio Bureau of Criminal Investigations (BCI)  
PO Box 365  
London, OH 43140

- Keep the other fingerprint cards for your records. If you are notified that the prints you submitted were rejected. Please mail the remaining cards with the BCI rejection notification. No additional cost will be charged as long as the rejection notice is included with the second submission.

## **Fingerprint Results**

After receiving your fingerprints (electronically or fingerprint cards), BCI will process the fingerprints, complete its initial review, and send the results to OBN.

There are two outcomes from BCI's initial review:

1. BCI will determine no further review is needed and send results to OBN. (Please note, electronic submission expedites review and processing).
2. BCI will determine a more in-depth review is needed. It may take four weeks or longer to complete the in-depth review and submit results to OBN.

## **Important Information**

Mistakes that can cause delays in processing criminal record checks include:

- Illegible or misspelled names on fingerprint cards
- Illegible/incorrect/missing social security number
- Missing or incorrect name of the recipient of the criminal records check results. Please use: Ohio Board of Nursing.
- Incorrect code for reason for fingerprinting. Please use "ORC 4723.091."

Links to Ohio Attorney General [BCI](#) and [FBI](#) criminal record check information.

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