



# Rapback

Retained Applicant Fingerprint Database



**DAVE YOST**  
OHIO ATTORNEY GENERAL

Karen Reeves-Miller  
Administrative Professional 3



# Important Information

## Rapback Website

<https://irap.ohioattorneygeneral.gov/irap-client/Registration>

## Rapback Help Desk Email Address

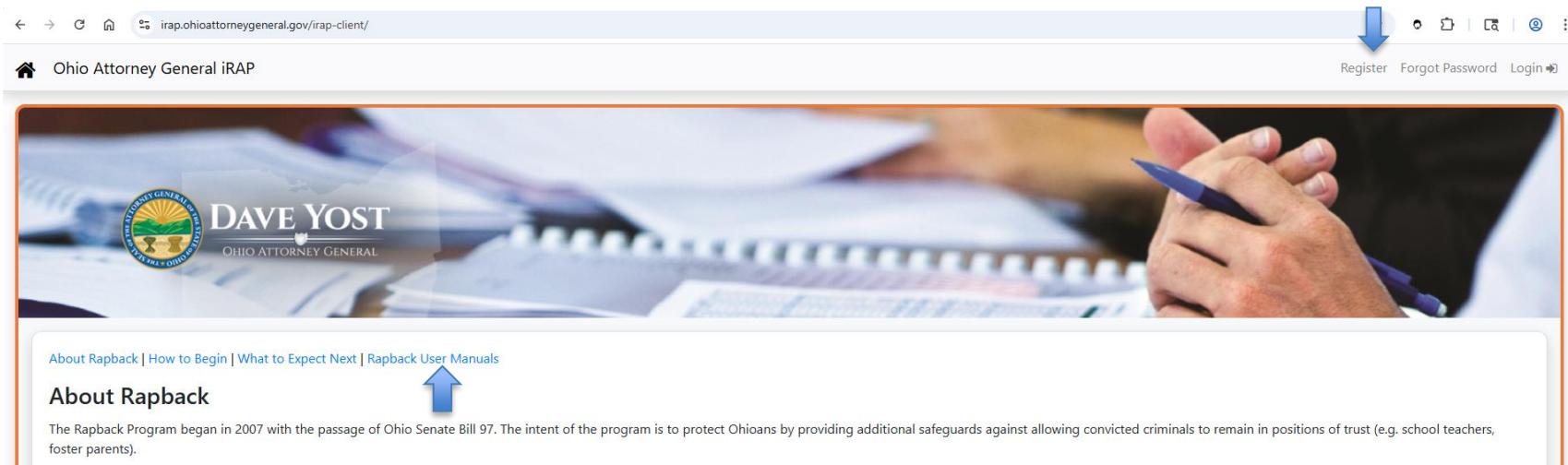
Rapback@ohioago.gov

## Finance Help Desk Email Address

Webcheckrequest@ohioago.gov

# How to Register

<https://irap.ohioattorneygeneral.gov/irap-client/Registration>



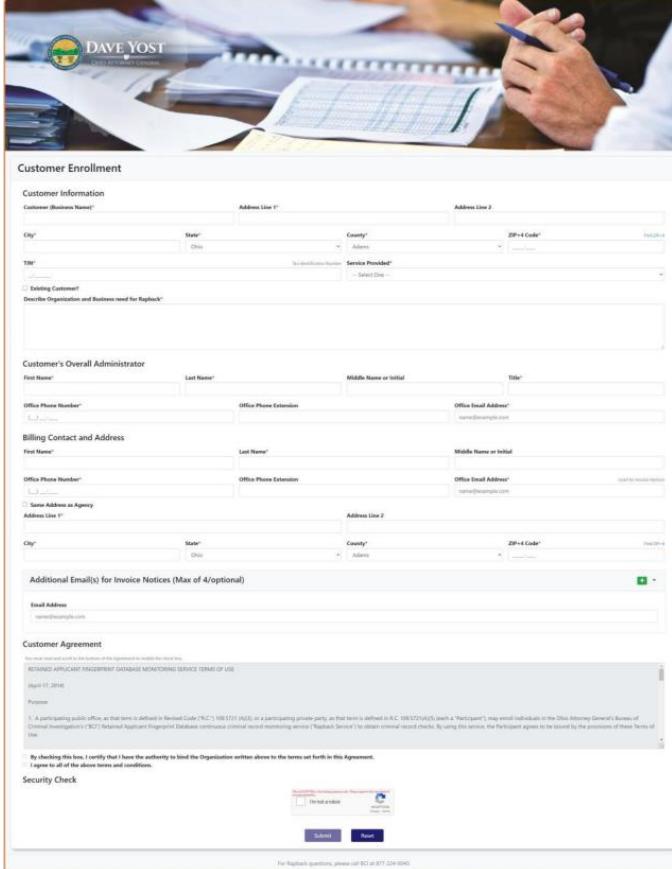
A screenshot of a web browser displaying the Ohio Attorney General iRAP website. The URL in the address bar is <https://irap.ohioattorneygeneral.gov/irap-client/>. The page features a banner image of a hand writing in a notebook. On the left, the Ohio Attorney General's seal and the name "DAVE YOST" are displayed. On the right, there are "Register", "Forgot Password", and "Login" buttons. Below the banner, a navigation bar includes links for "About Rapback", "How to Begin", "What to Expect Next", and "Rapback User Manuals". A blue arrow points from the text "About Rapback" in the following block to the "About Rapback" link in the navigation bar.

About Rapback | How to Begin | What to Expect Next | Rapback User Manuals

**About Rapback**

The Rapback Program began in 2007 with the passage of Ohio Senate Bill 97. The intent of the program is to protect Ohioans by providing additional safeguards against allowing convicted criminals to remain in positions of trust (e.g. school teachers, foster parents).

# Registration Application



The image shows a screenshot of a web-based registration application. At the top left is the logo for "DAVE YOST Ohio Attorney General". The main title is "Customer Enrollment". The form includes sections for "Customer Information" (Customer Name, Address, City, State, Zip, TIN, Existing Customer status, and a note about business need), "Customer's Overall Administrator" (with fields for First Name, Last Name, Middle Name or Initial, Title, Office Phone Number, Office Phone Extension, and Office Email Address), "Billing Contact and Address" (with fields for First Name, Last Name, Middle Name or Initial, Office Phone Number, Office Phone Extension, and Office Email Address), and "Additional Email(s) for Invoice Notices (Max of 4/optional)". There is a "Customer Agreement" section with a checkbox for accepting the "REDACTED APPLICANT FINGERPRINT DATABASE MONITORING SERVICE TERMS OF USE" (dated 11/11/2014). The "Security Check" section contains a checkbox for "I am a participating public office as that term is defined in Revised Code (RC) 100.0701 (AGO), or a participating private party, as that term is defined in RC 100.0702 (AOI) (each a "Participant"), may enroll individuals in the Ohio Attorney General's Bureau of Criminal Investigation (BCI) Redacted Applicant Fingerprint Database (continuing criminal record monitoring service) (Redacted Service) to obtain criminal record checks. By using this service, the Participant agrees to be bound by the provisions of these Terms of Use." and a note "By checking this box, I certify that I have the authority to bind the Organization/Entity to the terms set forth in this Agreement." Below these are "I agree to all of the above terms and conditions." and "Security Check" checkboxes. At the bottom are "Submit" and "Reset" buttons, and a note "For Redacted questions, please call BCI at 877.224.8040".

Application review may take 7-10 days

Initial review will generate and Approval or Denial Email

Finance final approval email and login credentials

# Responsibilities of the Overall Administrator

Assign New Users and Their Privileges

(No sharing of login credentials)

Manage Users Profiles

Reset User Passwords

Reset User Security Questions

Update/Manage Emails

Approve Yearly User Agreement MOU

# Administration

Manage Users

Create New Users

Modify Existing User Profiles

Manage Emails for Notices

Customer Profile

Change Password

Security Questions

# Password

## (user manual page 10)

Ohio Attorney General iRAP

Forgot Password Register Login



DAVE YOST  
OHIO ATTORNEY GENERAL

Reset Your Password

**Password policy:**

- 1. At least 8 characters long
- 2. At least one letter
- 3. At least one number
- 4. At least one special character
- 5. No repeating numbers and/or characters (e.g. 11 or AA or aA or aa)
- 6. No sequential numbers and/or characters (e.g. 12 or AB, or aB, or ab)

New Password\*

Confirm New Password\*

For Rapback questions, please call BCI at 877-224-0043.



A forgot password request was made for your Rapback user account.  
Please click on the following link to reset your password:

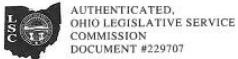
[http://webdev:8540/iran-ohag-dev/resetpwd?token=DiUPRIk52OClqCYcfmMptrFfpf8OxYb3lnlChM7mIk\\_7R1Z1\\_Tfy4Z2xEuHykMR-wyWZfcf5WNLDxMwbnxIQg](http://webdev:8540/iran-ohag-dev/resetpwd?token=DiUPRIk52OClqCYcfmMptrFfpf8OxYb3lnlChM7mIk_7R1Z1_Tfy4Z2xEuHykMR-wyWZfcf5WNLDxMwbnxIQg)

If you feel this is an error, please contact your organization's Overall Administrative User for the Rapback system.

For Rapback questions, please contact us at:

Bureau of Criminal Investigation  
1560 State Route 56 SW  
P.O.Box 365  
London, OH 43140  
877-224-0043

# Association/Enrollment Responsibility



AUTHENTICATED,  
OHIO LEGISLATIVE SERVICE  
COMMISSION  
DOCUMENT #229707



Ohio Administrative Code  
Rule 109.5-1-03 Procedure for requesting and processing a search of the retained  
applicant fingerprint database.  
Effective: January 1, 2008

(A) The bureau of criminal identification and investigation shall maintain a retained fingerprint database as defined in section 109.5721 of the Revised Code including names, addresses, and fingerprints of individuals on whom the bureau has conducted a criminal record check for the purposes of determining eligibility for employment, licensure, approval for adoption or volunteer service.



(B) An entity that is required by statute to submit fingerprints and criminal record requests pursuant to division (E) of section 109.572 of the Revised Code may elect to participate in the continuous record monitoring service. When the superintendent receives records under section 109.57 of the Revised Code that indicate an individual in the retained applicant fingerprint database has been arrested or convicted of a crime, the superintendent shall promptly notify the employer either electronically or via mail that additional arrest or conviction information is available.

(C) The employer may contact the bureau of criminal identification and investigation for detailed information regarding this notification.

(D) The superintendent of the bureau of criminal identification and investigation shall charge an initial fee of five dollars for each individual entered into the retained applicant fingerprint database and an annual fee of five dollars thereafter. The payment must be in the form of a business check, money order, or electronic payment made payable to the "Treasurer of State of Ohio."

(E) The information the superintendent of the bureau of criminal identification and investigation provides to participating entities pursuant to section 109.5721 of the Revised Code and or this rule, may only be used for purposes authorized by law.

# Association/Enrollment Documents

Your agency mailing information



June 24, 2025



**CRIMINAL HISTORY RECORD CHECK  
NO BCI CONVICTIONS ON FILE  
AUTHENTICATION NO.**

The Ohio Bureau of Criminal Investigation (BCI) has completed a criminal history record check on the applicant listed below.

When authorized by law, an individual may have their criminal history sealed. In the event that an applicant has a sealed record, certain parties are permitted to receive such information to determine whether an applicant is legally disqualified from performing specific work.

Sealed records are disclosed based upon the **Reason Fingerprinted**, as submitted on the background check transaction and listed below. Sealed criminal histories will be provided in a manner consistent with the reason that the records are requested, regardless of the destination of the result.

There are no convictions on file with this office for this applicant.

Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
SSN: XXX-XX-  
BCI Completion Date: \_\_\_\_\_  
Reason Fingerprinted: \_\_\_\_\_

This letter is valid for one year from the record check completion date. This letter may be photocopied by the prospective employer and retained by the applicant.

Bruce Pijanowski, Superintendent  
Ohio Bureau of Criminal Investigation

*Pursuant to Ohio Revised Code section 109.57(E)(2), BCI is authorized to provide only information relating to criminal convictions and guilty pleas. BCI is also only permitted to provide information regarding juvenile adjudications if the adjudication meets specific criteria listed in Ohio Revised Code section 109.57(E)(2) & (3).*

# Association/Enrollment

## (User Manual page 19)

### Select Enrollment

#### Associate/Disassociate Enrollee

Enter the Authentication Number from the valid BCI background check

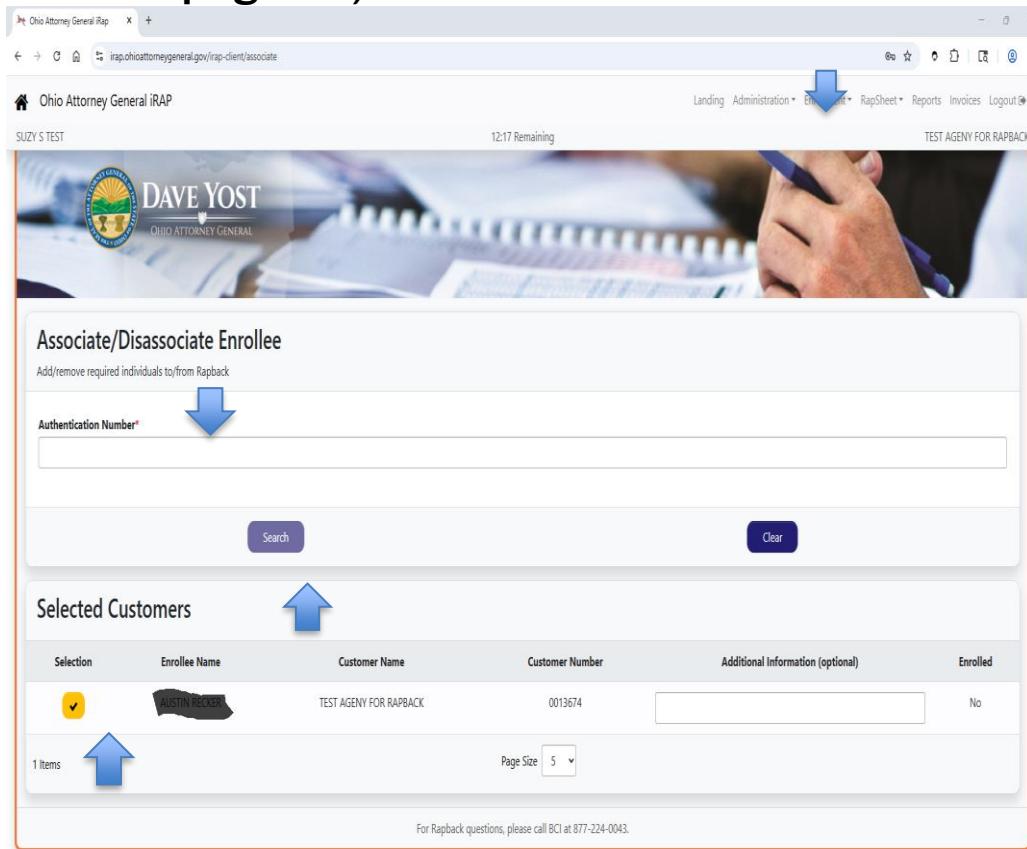
Background check must have been submitted less than 365 days prior to enrollment

Reject/Poor Quality, BCI Name Searches and FBI Background Check Results are NOT eligible for association

### Submit Search

Confirm that the correct individual's information is ready to be associated

Select the **Yellow Box** with a check mark



Ohio Attorney General iRAP

Ohio Attorney General iRAP

SUZY S TEST 12:17 Remaining

Landing Administration Enroll (blue arrow) RapSheet Reports Invoices Logout TEST AGENCY FOR RAPBACK

### Associate/Disassociate Enrollee

Add/remove required individuals to/from Rapback

Authentication Number\* (blue arrow)

Search Clear

Selection	Enrollee Name	Customer Name	Customer Number	Additional Information (optional)	Enrolled
<input checked="" type="checkbox"/>	AUSTIN RECKER	TEST AGENCY FOR RAPBACK	0013674		No

1 Items (blue arrow) Page Size 5

For Rapback questions, please call BCI at 877-224-0043.

# Disassociating Employees

## (User Manual page 19)

Select Enrollment

Enter the Associated Authentication Number

Submit Search

Confirm that the correct individual's information is ready to be disassociated

Select the Red Box

Once confirmed this cannot be reversed

# Notifications of Criminal History

## Criminal History Email

How long do we have to access and download the criminal history?

Criminal histories are available for 60 days after receipt of email notifications

What do we do if the individual is no longer employed?

Disassociate Employee

From: [Rapback@OhioAGO.gov](mailto:Rapback@OhioAGO.gov) <[Rapback@OhioAGO.gov](mailto:Rapback@OhioAGO.gov)>

Sent: Tuesday, July 15, 2025 2:02 PM

To: [Ma Spanos <tspanos@vintondd.org>](mailto:Ma Spanos <tspanos@vintondd.org>); [bselfert@fairfieldddd.com](mailto:bselfert@fairfieldddd.com)

Subject: Rapback activity



Right-click or tap and hold here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture from the Internet.  
AG Header

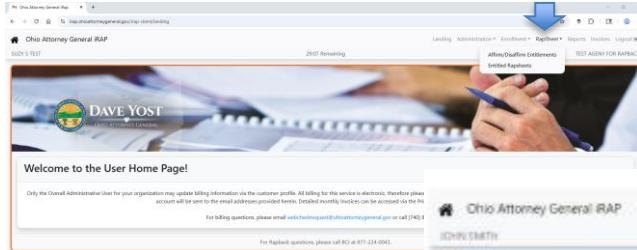
Please log into Rapback to see recent activity on your account, [0010476](#).

Please see the [Rapback user manual](#) for detailed instructions.

For Rapback questions, please contact us at:

Bureau of Criminal Investigation  
1560 State Route 56 SW  
P.O. Box 365  
London, OH 43140  
[Rapback@OhioAGO.gov](mailto:Rapback@OhioAGO.gov)

# Affirm/Disaffirm Rapsheet



Select Rapsheet

Affirm/Disaffirm

Affirm=still actively employed

Disaffirm=no longer employed

Ohio Attorney General RAP

ICHN SMITH 22:23 Remaining

Affirm/Disaffirm Entitlement

10/27 ALDEN FOR RAPBACK

Selected Rapsheet

Affirm/Disaffirm Entitlement

Affirms the Rapsheet if the enrollee is still required to be in Rapsheet.

View the rapsheet from the Unified Rapsheets page.

Disaffirms the Rapsheet if the enrollee is no longer required to be in Rapsheet.

Rapsheets are only maintained here for 90 days from the date of notification or until the Rapsheet is affirmed or disaffirmed, whichever comes first.

Authentication Number	Enrollee Name	Customer Number	Customer Name	Additional Information	Notification Date	Affirm/Disaffirm
1234567	Smith Jane	12121212327	Test Customer		2021-01-01	<input checked="" type="checkbox"/> <input type="checkbox"/>

1 Rapsheet

Page Size: 5

For Rapsheet questions, please call (614) 477-2244 (000)

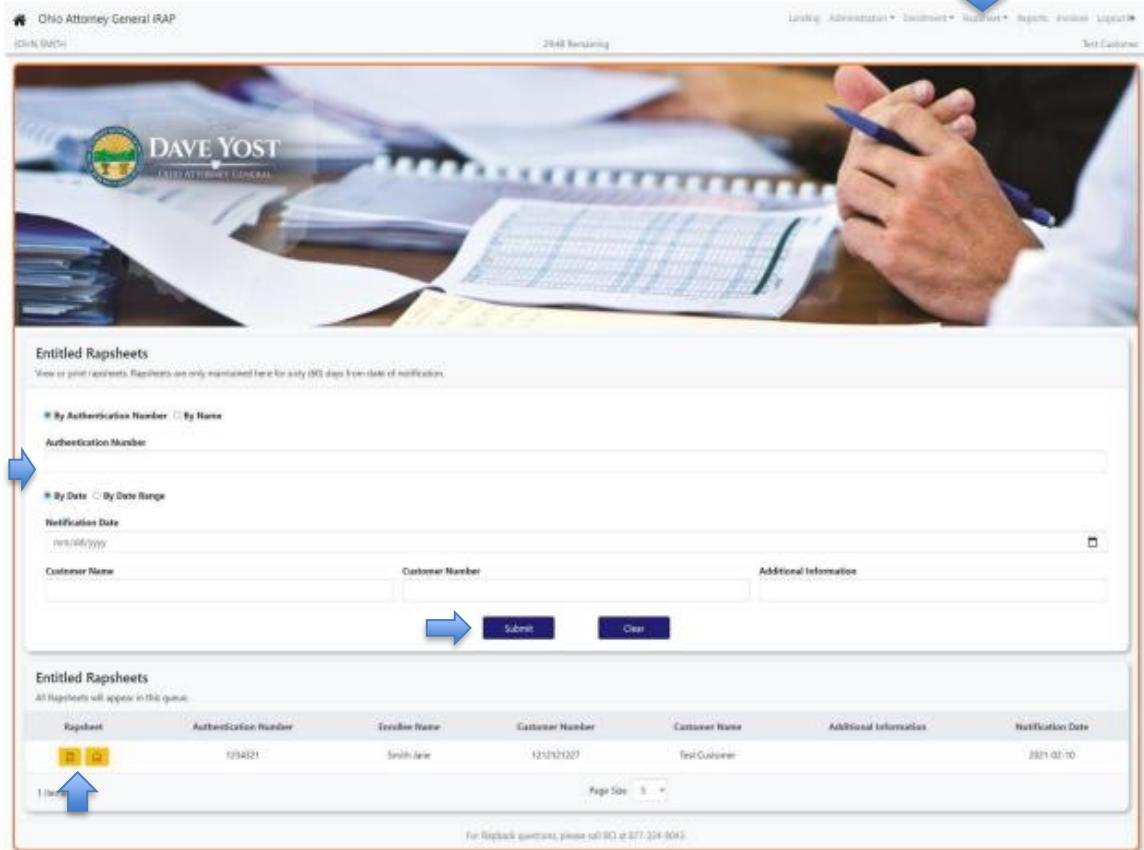


# Rapsheet continued

Select Rapsheet

Entitled Rapsheet

Enter Authentication Number



Ohio Attorney General RAP  
(OH-N-B676) 2048 Revision  
Logout Administration Document Auditor Rapsheet Issues Help

DAVE YOST  
ATTORNEY GENERAL

### Entitled Rapsheets

View or print rapsheets. Rapsheets are only maintained here for sixty (60) days from date of notification.

By Authentication Number  By Name

Authentication Number:

By Date  By Date Range

Notification Date:

Customer Name:  Customer Number:  Additional Information:

### Entitled Rapsheets

All Rapsheets will appear in this query.

Rapsheet	Authentication Number	Invoker Name	Customer Number	Customer Name	Additional Information	Notification Date
	1234567	Smith Corp	1234567890	Test Customer		2021-07-10

Page Size:

For Rapsheet questions, please call (800) 877-224-3043.

# Reports

Ohio Attorney General iRAP +

irap.ohioattorneygeneral.gov/irap-client/reports

Ohio Attorney General iRAP

SUZY S TEST 02:58 Remaining TEST AGENT FOR RAPBACK

**Reports**

Select report, enter necessary options, and run report or export to CSV.

**Report Type\***

Enrollees Association

**Start Date Range** mm/dd/yyyy **End Date Range** mm/dd/yyyy

**Customer Name** **Customer Number** 0013674

**Authentication Number**

**Enrollee First Name** **Enrollee Last Name**

**Output format**

CSV  PDF

**Run Report** **Cancel**

For Rapback questions, please call BCI at 877-224-0043.



Customer Name: TEST AGENT FOR RAPBACK  
Customer Number: 0013674

Authentication Number	First Name	Last Name	Additional Info	Association Date/Time	Associated By	Disassociation Date/Time	Disassociated By
VCK0000023162	TONISHA	MYERS-WILSON		2024-04-09 10:03:21.322	stest		
BMTO00339446	TEST	TEST	updated details 123	2023-04-14 12:59:07.0	stest		

Select the type of report

Enter your agency's account number

Select the type of output PDF (word document) or CSV (spreadsheet)

<https://irap.ohioattorneygeneral.gov/irap-client/>



[About Rapback](#) | [How to Begin](#) | [What to Expect Next](#) | [Rapback User Manuals](#)

#### About Rapback

The Rapback Program began in 2007 with the passage of Ohio Senate Bill 97. The intent of the program is to protect Ohioans by providing additional safeguards against allowing convicted criminals to remain in positions of trust (e.g. school teachers, foster parents).

Background checks only provide a "snapshot" view of a person's criminal history at a specific moment in time. Agencies with individuals enrolled in the Rapback Program receive notifications of subsequent criminal activity.

For enrolled individuals, BOI stores fingerprints captured as part of the employment screening processes in a separate Retained Applicant Fingerprint Database. These prints are searched against all new criminal prints, and prints submitted to BOI as part of a court disposition process. When a match is found, BOI provides rap sheet information back ("rap-back") to the enrolling agency, who can then determine the individual's eligibility for continued employment or to retain a license issued.

The current version of Rapback requires a state agency to manage the enrollment as well as disenrollment of applicants. The upgrade to Rapback 2.0 will not only allow potential employees to be enrolled into Rapback, but will also allow the enrollment/disenrollment process to be managed by the employer.

A participating public office, as that term is defined in Revised Code ("R.C.") 109.5721 (A)(3), or a participating private party, as that term is defined in R.C. 109.5721(A)(5) (such a "Participant"), may enroll individuals in the Ohio Attorney General's Bureau of Criminal Investigation ("BOI") Retained Applicant Fingerprint Database continuous criminal record monitoring service ("Rapback Service") to obtain criminal record checks.

In order to use the Rapback Service, the Participant shall submit an application to BOI via the Rapback Service website ([www.ohioboi.org](#)), and agree to these Terms of Use. The Participant must be approved by BOI to use the Rapback Service to enroll individuals. The Participant also agrees to receive notices under these Terms of Use electronically.

To enroll an individual in the Rapback Service, the Participant must provide information requested on the webpage and pay the fee set forth in these Terms of Use. Enrolled individuals will be added to the Rapback Service. **It is the Participant's sole responsibility to unenroll any individual from the Rapback Service if the criminal record checks are no longer needed for that individual.**

Fingerprint-based criminal record databases maintained by BOI pursuant to R.C. 109.57 will be continually compared against the Retained Applicant Fingerprint Database. When the Rapback Service discovers that records received under R.C. 109.57 indicate an individual enrolled in the Rapback Service has been arrested or convicted of a crime or escalated misdemeanor, the Rapback Service will alert the Participant to log into the webpage for more information. The Ohio Attorney General is not responsible for any legal determinations, notifications or actions that are required as a result of information received under the Rapback Service.

The Participant will be responsible to log into the webpage for relevant information and for the notification to the employee/employer of a felony or escalated misdemeanor.

The Participant understands that the Rapback Service is not a records retention service, but rather a notification service only, and the Participant is responsible for retaining any information received from use of the Rapback Service in accordance with the Participant's retention schedule. The Ohio Attorney General is not responsible for retaining any records or information received by the Participant through use of the Rapback Service.

[Back to top](#)

#### How To Begin:

To become a participant in Rapback, select the Register link. Fill out the form as required, agree to Terms of Use and submit.

[Back to top](#)

#### What To Expect Next:

The registration will be reviewed by the Bureau of Criminal Investigation. Based on regulations, participation will be either granted or denied. At that time an email will be sent with approval status and a link to the home page with program details and the user guides.

If participation is granted, a second email will be sent when the enrollment in Rapback is finalized. This email will include your login credentials. While waiting for this email, begin thinking about what user accounts need to be created and what permissions should be granted. For more information on creating user accounts, refer to section 2.2 of the user guide.

[Back to top](#)

#### Rapback User Manuals:

[Rapback User Manual for Customer.pdf](#)

[Rapback User Manual for Hazardous, Solid, and Infectious Waste Facilities.pdf](#)

[Rapback User Manual for OOS/PS.pdf](#)

[Rapback User Manual for OOS/PS Sub-Agency.pdf](#)

[Back to top](#)

# FaQ's

Password Criteria (page 17 of your User Manual)

The employee updated their name now what?

Select Enrollment

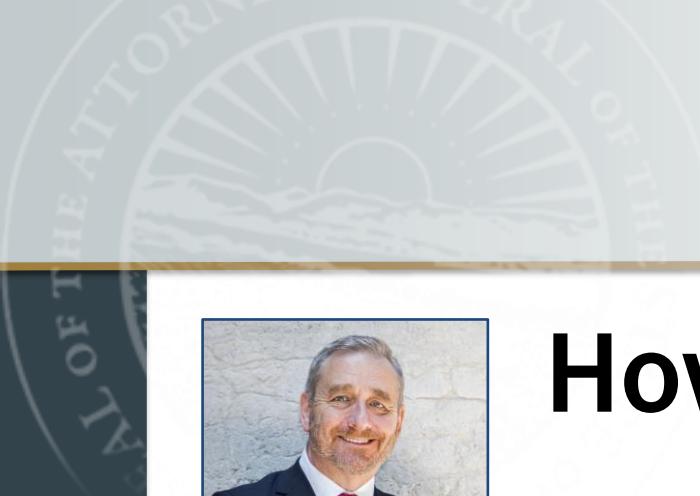
Manage Enrollees

Enter the individual's authentication number

Additional information (optional) box

We received a No Conviction letter upon hiring, why are we receiving criminal history with dates of arrest that are prior to the completion of the background check?

This is not a policy of BCI, but Ohio Revised Code 109.57 does not allow our agency to release a dismissed charge, or a charge without a disposition that is over one year old, unless we have current information from the court that the charge is still open.



# How to contact us

For questions about Rapback email  
[Rapback@ohioago.gov](mailto:Rapback@ohioago.gov)

For questions about Invoices email  
[webcheckrequest@ohioago.gov](mailto:webcheckrequest@ohioago.gov)



**DAVE YOST**  
OHIO ATTORNEY GENERAL

Karen Reeves-Miller  
Email: [Rapback@ohioago.gov](mailto:Rapback@ohioago.gov)

