

Rapback

Retained Applicant Fingerprint Database



DAVE YOST
OHIO ATTORNEY GENERAL

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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>

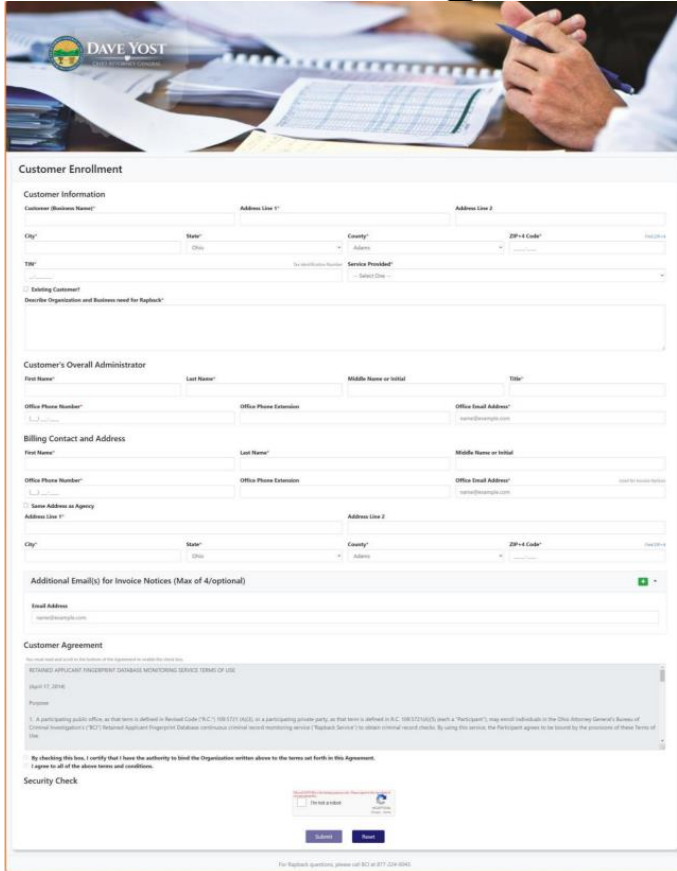


The screenshot shows a web browser at the URL irap.ohioattorneygeneral.gov/irap-client/. The page header includes a home icon, the text "Ohio Attorney General iRAP", and navigation links for "Register", "Forgot Password", and "Login". A blue arrow points to the "Register" link. Below the header is a banner image featuring the Ohio Attorney General's seal and the name "DAVE YOST OHIO ATTORNEY GENERAL". Under the banner, there are links for "About Rapback", "How to Begin", "What to Expect Next", and "Rapback User Manuals". A blue arrow points to the "About Rapback" link. The "About Rapback" section contains the following text:

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 registration application form for Dave Yost Legal Services. The form is titled "Customer Enrollment" and includes sections for "Customer Information", "Customer's Overall Administrator", "Billing Contact and Address", "Additional Email(s) for Invoice Notices", "Customer Agreement", and "Security Check". The form is filled out with sample data, including a business name, address, contact information, and a signature. The form is titled "Customer Enrollment" and includes sections for "Customer Information", "Customer's Overall Administrator", "Billing Contact and Address", "Additional Email(s) for Invoice Notices", "Customer Agreement", and "Security Check". The form is filled out with sample data, including a business name, address, contact information, and a signature. The form is titled "Customer Enrollment" and includes sections for "Customer Information", "Customer's Overall Administrator", "Billing Contact and Address", "Additional Email(s) for Invoice Notices", "Customer Agreement", and "Security Check". The form is filled out with sample data, including a business name, address, contact information, and a signature.

Customer Enrollment

Customer Information

Customer (Business Name): Address Line 1: Address Line 2:

City: State: County: ZIP+4 Code:

TIN: Service Provider: Select One

☐ Existing Customer?

Describe Organization and Business need for Paylock:

Customer's Overall Administrator

First Name: Last Name: Middle Name or Initial: Title:

Office Phone Number: Office Phone Extension: Office Email Address:

Billing Contact and Address

First Name: Last Name: Middle Name or Initial:

Office Phone Number: Office Phone Extension: Office Email Address:

☐ Same Address as Agency

Address Line 1: Address Line 2:

City: State: County: ZIP+4 Code:

Additional Email(s) for Invoice Notices (Max of 4/optional)

Email Address:

Customer Agreement

You must read and agree to the terms of the Agreement to make the final step.

RETURNED APPLICANT FINGERPRINT DATABASE MONITORING SERVICE TERMS OF USE

April 11, 2016

Purpose:

1. A participating public office, as that term is defined in Revised Code (R.C.) 109.101 (AGU), as a participating private party, as that term is defined in R.C. 109.102 (AGU) such a "Participant", may enroll individuals in the Ohio Attorney General's Bureau of Criminal Investigation's (BCI) Return Applicant Fingerprint Database continue criminal record monitoring service "Paylock Service" to obtain criminal record checks. By using this service, the Participant agrees to be bound by the provisions of these Terms of Use.

☐ By checking this box, I certify that I have the authority to bind the Organization written above to the terms set forth in this Agreement.

☐ I agree to all of the above terms and conditions.

Security Check

☐ I have read and agree to the terms of the Agreement.

For Paylock questions, please call BCI at 877-224-0043

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 RAP Forgot Password Register Login



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 abc)

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/rap-obag-dev/resetpwd?token=DIUPRIKS2OCloCYcfntMntrFEof8OxYb3lnChM7mIk_7R1Z1_Tfyd2ZxEuHykMR-wwWZlcr5WNLDxMwbnxIQg

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



DAVE YOST
OHIO ATTORNEY GENERAL



Civilian Identification
Office 877-224-0943
Fax 866-750-0214

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

The screenshot shows the Ohio Attorney General iRAP web application. The browser address bar displays `irap.ohioattorneygeneral.gov/irap-client/associate`. The page header includes the Ohio Attorney General logo, the name "DAVE YOST", and the title "OHIO ATTORNEY GENERAL". Navigation links for "Landing", "Administration", "Enrollment", "RapSheet", "Reports", "Invoices", and "Logout" are visible. A blue arrow points to the "Enrollment" link. The main content area is titled "Associate/Disassociate Enrollee" and includes the instruction "Add/remove required individuals to/from Rapback". Below this is a form with a label "Authentication Number*" and a text input field. A blue arrow points to the input field. Below the input field are "Search" and "Clear" buttons. The "Selected Customers" section features a table with columns: "Selection", "Enrollee Name", "Customer Name", "Customer Number", "Additional Information (optional)", and "Enrolled". A blue arrow points to the "Selection" column. The table contains one row with a yellow box containing a checkmark in the "Selection" column, "AUSTIN RECTOR" in the "Enrollee Name" column, "TEST AGENCY FOR RAPBACK" in the "Customer Name" column, "0013674" in the "Customer Number" column, an empty text box in the "Additional Information (optional)" column, and "No" in the "Enrolled" column. Below the table, it says "1 Items" and "Page Size 5". A blue arrow points to the "1 Items" text. At the bottom of the page, it says "For Rapback questions, please call BCI at 877-224-0043."

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

Disassociating Employees

(User Manual page 19)

Ohio Attorney General iRAP

01:36 Remaining

TEST AGENCY FOR RAPBACK

Associate/Disassociate Enrollee

Add/remove required individuals to/from Rapback

Authentication Number*

Search Clear

Selected Customers

Selection	Enrollee Name	Customer Name	Customer Number	Additional Information (optional)	Enrolled
	CONSHA MYERS-WILSON	TEST AGENCY FOR RAPBACK	0013674		Yes

1 Items Page Size 5

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

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 <Rapback@OhioAGO.gov>

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

To: tsanos@vintond.com; bsiefert@fairfield.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

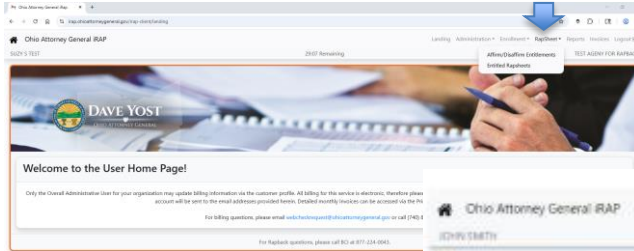
Please log into Rapback to see recent activity on your account, 0010476.

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

Affirm/Disaffirm Rapsheet



Select Rapsheet

Affirm/Disaffirm

Affirm=still actively employed

Disaffirm=no longer employed

The screenshot shows the 'Affirm/Disaffirm Entitlement' page. It includes instructions on how to affirm or disaffirm a hit and a table of active hits. A blue arrow points to the 'Affirm/Disaffirm' column in the table.

Affirm/Disaffirm Entitlement

Affirm the hit if the employee is still required to be in Rapsheet.
View the rapsheet from the Entitled Rapsheets page.
Disaffirm the hit if the employee 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
1234321	Smith, Jane	121212123	Test Customer		2021-02-10	<input checked="" type="checkbox"/> <input type="checkbox"/>

1 items Page Size 5

For Rapsheet questions, please call RCT at 877-224-0845.

Enter Authentication Number



Reports

Ohio Attorney General iRAP

02:58 Remaining

TEST AGENCY 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

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.

Select the type of report

Enter your agency's account number

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





Enrollee Association
Rapback v1

Customer Name: TEST AGENCY FOR RAPBACK
Customer Number: 0013674

Authentication Number	First Name	Last Name	Additional Info	Association Date/Time	Associated By	Disassociation Date/Time	Disassociated By
VCK000033362	TONISHA	MYERS-WILSON		2024-04-09 10:03:21.522	stest		
BMT003390446	TEST	TEST	updated details 123	2023-04-14 12:39:07.0	stest		

<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, BCI stores fingerprints captured as part of the employment screening process in a separate Retained Applicant Fingerprint Database. These prints are searched against all new criminal prints, and prints submitted to BCI as part of a court disposition process. When a match is found, BCI 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 employee.

A participating public office, as that term is defined in Revised Code (R.C.) 109.5721 (A)(3), or a participating private party, at that term is defined in R.C. 109.5721(A)(5) (each a "Participant"), may enroll individuals in the Ohio Attorney General's Bureau of Criminal Investigation's (BCI) 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 BCI via the Rapback Service secure webportal ("webportal"), and agree to these Terms of Use. The Participant must be approved by BCI 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 the information requested on the webportal 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 BCI pursuant to R.C. 109.571 will be continually compared against the Retained Applicant Fingerprint Database. When the Rapback Service discovers that records received under R.C. 109.572 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 webportal 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 webportal 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.

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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.

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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 guide.

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.

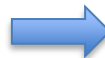
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Rapback User Manuals:

[Rapback User Manual for Customer.pdf](#)
[Rapback User Manual for Microsoft, Solid, and Interlock Waste Facilities.pdf](#)
[Rapback User Manual for ODPS.pdf](#)
[Rapback User Manual for ODPS Sub-Agency.pdf](#)

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



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

For questions about Invoices email
webcheckrequest@ohioago.gov



DAVE YOST
OHIO ATTORNEY GENERAL

Karen Reeves-Miller
Email: Rapback@ohioago.gov

