



## CRIMINAL RECORDS CHECKS REQUIRED FOR LICENSURE OR CERTIFICATION

If you have already completed your background checks, please disregard this letter. If you have not completed your background check, please read on.

The Ohio Revised Code requires those applying for a license or certificate issued by the Ohio Board of Nursing (Board) to submit fingerprints for an FBI (federal) and BCI (civilian) criminal records check completed by the Bureau of Criminal Identification and Investigation (BCI). The Board cannot, by law, complete the processing of your application until the Board receives **BOTH** background check reports.

BCI will **ONLY** accept electronic fingerprints for **FBI and BCI** background checks, except for the reasons listed below. Electronic fingerprints must be completed by a Webcheck location in Ohio that will submit the applicant's fingerprints electronically to BCI. The applicant must request that **BOTH** reports be sent to the Board **DIRECTLY** from BCI, or they will not be accepted by the Board. A complete list of Webcheck locations is available online at the following website address:

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

When locating an electronic fingerprinting site on this web page, please note that only the locations designated with the notation of "BCI & FBI" perform both BCI and FBI records checks. The Board does not endorse or recommend any specific Webcheck fingerprinting company.

Fingerprint cards will only be accepted by BCI (with an **Exemption Form**) for one of the following reasons:

- Applicant's home address is 75 miles or more from the nearest Webcheck location;
- Amputations or digits missing (Webcheck 4.0 only);
- Out-of-state applicant;
- Poor quality prints (Not able to capture at Webcheck location, provide name of location where the background check was attempted on the waiver form);
- BCI/FBI rejects from original electronic submission. **Note:** The original reject letter must accompany the fingerprint card (s); and
- Public Housing Organization background checks.

Waivers of the electronic submission requirement will be evaluated on a submission-by-submission basis. No "blanket" or agency-wide waivers will be granted. Exemption requests that are denied will be returned to the submitting agency. Any card that is submitted without a waiver form will also be returned. **Please note:** If you have questions about any of the qualifying exemptions, please contact BCI at **(877) 224-0043**.

**If you meet any of these exemptions, please submit your name and complete address to the Board in writing by email at [crc@nursing.ohio.gov](mailto:crc@nursing.ohio.gov), by fax at (614) 466-0388, or by mail, "Attention: CRC" at the address above to request fingerprint cards and instructions for completing the cards.**

Procedures for obtaining a change, correction, or updating your criminal history record are set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.