



## FINGERPRINTING INFORMATION

If you are requested to complete a BCI (state) and/or FBI (federal) background check, here's what you will need to know and bring with you;

**VALID PHOTO ID** – You must be able to provide some **form of valid government issued ID**. A Drivers License is preferred but you may also use the following; Passport, CCW License, Private Investigator/Security Guard License, or any other form of government photo ID.

**REASON** – We will ask you for a **reason code or O.R.C. (Ohio Revised Code)** to be used for fingerprinting. If you are being fingerprinted for the purpose of being licensed through a state agency<sup>1</sup>, they will typically have a document giving instructions to take with you to a WebCheck location for fingerprinting. You will want to locate the codes on this document. If there is no code listed, it is advised that you contact the appropriate person for this information. We can not tell you what code to use and a code is required<sup>2</sup> for the processing of the background check.

**WHERE** – Please have available the location and the person whose attention the background check results should be sent to. If the results are to be sent to a state agency for licensing, some agencies will allow for results to be sent to a secondary address. This could be to an employer or school who wishes to also receive a copy of your results. If there is not a specific place it needs to go (other than the state agency) it can be sent to you. Please see list of state agencies below. Agencies marked with an asterisk (\*) allow for secondary addresses.

**PAYMENT** – Cash, Check, and Card payments are accepted. If a card is used for payment, there is a \$2 convenience fee. Checks can be made payable to **High 5 Fingerprinting**.

### STATE AGENCIES

BMV Dealer Licensing Section	OH Department of Agriculture – Hemp*
BMV Deputy Registrar	OH Div. of Real Estate & Professional Licensing*
Child Care Center/Type A – ODJFS*	OH Medical Board*
Construction Board*	OH Racing Commission
Lottery Commission	OH Veterinary Medical Licensing Board*
OT, PT, & Athletic Trainers Board*	Pharmacy Board*
OH Board of Nursing*	OH Department of Public Safety (PI/SG)
OH Department of Education*	Social Work Board*
OH Department of Insurance	State Speech & Hearing Professionals Board*
OH Department of Liquor Control	State Vision Professionals Board*

<sup>1</sup> a state agency in this context is a state agency of Ohio only. Background checks conducted through WebCheck are not valid for any purpose outside of the state of Ohio. Fingerprint cards will need to be used (FD-258 cards).

<sup>2</sup> depending on the reason for a background check, a code is not necessarily required. Where there is no code, it is possible to manually enter the reason for which the background check is being conducted.