

**The State of Ohio Board of Executives
Of Long-Term Services & Supports (BELTSS)
Health Services Executive (HSE)
Criminal Background Check Verification**

Criminal Background Check must be completed by the Ohio Bureau of Criminal Identification and Investigation (BCI&I) per 4751-1-10.2 on all Health Services Executive Candidates. As verification that the criminal background check has been completed, please submit this form to BELTSS along with the HSE application. The criminal background check results should be mailed directly to:

The State of Ohio Board of Executives of Long Term Services & Supports (BELTSS)
246 N. High St./1st Fl.
Columbus, Ohio 43215-2406
Telephone: 614-466-5114
Fax: 614-466-0271
www.beltss.ohio.gov

Name of Applicant: _____

County: _____

Code Number: 3721.121 (Use the codes Adult Day Care, Home & Community Based Provider or whatever they use for nursing home employees.)

Date Fingerprints submitted to BCI&I: _____

Date of FBI check _____

An FBI check is required.

Office Use Only:

A Criminal Background check has been completed for the above-named applicant. Findings are as follows (Please check one)

- ☐ *"No Criminal Record": Verification has been received*
- ☐ *Applicant has Criminal Background Exclusion per OAC 3701-13-05*
Applicant notified by: _____ Date: _____

BELTSS Office Use Only Verified by _____ Date _____

BCI & FBI Instructions

PRINT & TAKE THESE INSTRUCTIONS WITH YOU TO A WebCheck® Location

Carefully following these instructions is very important. The Board recommends that you print these instructions and take them with you when you have your finger prints scanned. For each application for the Health Services Executive (HSE) you must complete both the Ohio BCI&I (Bureau of Criminal Identification and Investigation also referred to as BCI) and FBI criminal records checks. The Board cannot complete the processing of your application until it receives both the BCI and FBI background checks.

Where to Have your Fingerprints Done: Go to a WebCheck location in your area, which may include your local police, sheriff's department or department of motor vehicles. Your employer or school may also be a WebCheck® location; ask the background check office to review these instructions. Go to the link below to find a WebCheck® location in your area.

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

The Board does not endorse or recommend any specific electronic fingerprinting company/ agency.

The Process: Your fingerprints will be scanned and sent electronically to BCI in London, Ohio. BCI completes the state of Ohio (BCI) and Federal (FBI) background checks by comparing fingerprints received against a database of criminal fingerprints to determine if there is a criminal record. BCI then electronically sends the results of both background checks to the BELTSS Board.

Information You Must Tell the WebCheck Location:

1. The BELTSS Board may be on "Direct Copy" list. The WebCheck® Location will select "Board of Executives of Long-Term Services and Supports" from the Direct Copy drop-down list at the WebCheck® workstation.

(If "BELTSS "is not on the vendor's Direct Copy List, the vendor must key the Board's name and address into the "mail to" field of their software: BELTSS: 246 North High Street, 1st Floor, Columbus, Ohio 43215)

2. The WebCheck® location must enter one of the following in the "Reason for Fingerprinting" field of their software:
OAC 4751.05 or BELTSS Board or Required for Licensure

How Long Will It Take for the Board to Receive the Results?

Up to 4-6 weeks if you have a criminal history, 4-5 business days if you do not. Start the process at least one (1) month before you want/expect to be licensed.

If you have had issues in the past with a WebCheck® location capturing quality fingerprints, you should start the process at least three (3) months before you want/expect to be licensed. If your fingerprints are rejected, you will need ink and roll cards to have fingerprints done manually, which takes extra time. Email the Board to request a packet containing the exemption instructions and request form.

Important Information for You to Know:

- The BELTSS Board cannot accept a photocopy or faxed copy of a past BCI or FBI background check.
- Background checks are only good for one year after receipt by the Board.
- The Board cannot accept a copy of background check results directly from you, another state, your college, a sheriff/police department or from your place of employment. The reports must come directly to the Board from BCI&I

Instructions for Individuals Outside of Ohio: Contact the Board by email (beltss@age.ohio.gov, Subject Line: CRC) with your mailing address to request the out-of-state packet. The Board will mail the cards to you, so your fingerprints can be taken to your local law enforcement agency to process, mailed to the Ohio Bureau of Criminal Identification and Investigation (BCI) or taken to an Ohio WebCheck location.

- For applicants that choose to mail their fingerprints to the Ohio Bureau of Criminal Identification and Investigation (BCI) Office please send them to the attention of the Bureau of Criminal Identification and Investigation 1560 State Route 56 SW P.O. Box 365 London, Ohio 43140. Complete the attached Exclusionary Form and mail it to BCI along with the fingerprints. Please keep in mind that if you choose this option, you may need the assistance of local law enforcement to transpose your fingerprints onto the cards on your behalf. In your mailing to BCI include a check payable to the "Treasurer of State" in the amount of \$22.00 for the BCI check and \$24.00 for the FBI check.

- If you choose the WebCheck option, print these instructions before you go to an Ohio WebCheck® location. The processing of the criminal background is the quickest option for individuals that live in the State of Ohio. BCI check fee range is between \$30.00 - \$42.00 and the FBI check between \$32.00- \$45.00 dollars using a WebCheck® location. Prices may vary between the different WebCheck locations and law enforcement agencies.
- Out of state background checks can take up to 4 to 6 weeks. Call BCI&I if your criminal records checks have taken longer than 3 weeks to be received by the Board at 877-224-0043 between the hours of 8 a.m. – 4:30 p.m.
- **Please do not send your fingerprints to the Board as this will only delay the processing of your background check. Give your fingerprints to the agency that will be processing them and they will forward the results to us.**