

# FRANKLIN COUNTY SHERIFF'S OFFICE

57 E. Main St., Columbus OH 43215 • 614-525-5090 • Mon. - Fri. 7:30am - 11:00am  
11:30am - 1:30pm  
**Web Check**

Type of Background Check needed:

☐ **BCI (State of Ohio only)** ☐ **FBI (Nationwide Check only)** ☐ **BFBI (Both Ohio & Nationwide Checks)**  
\$35.00 \$35.00 \$70.00

**Please Print Clearly**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Date of Birth : \_\_\_\_\_ SSN#: \_\_\_\_\_ Gender \_\_\_\_\_

Address: \_\_\_\_\_

Race:

☐ White ☐ Black ☐ American Indian  
☐ Middle Eastern ☐ Asian ☐ Unknown

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Reason for Background Check: \_\_\_\_\_ Code: \_\_\_\_\_

## Direct Copy (Circle only One)

BMV Dealer License\*  
BMV Deputy Registrar\*  
Child Care Center Type A ODJFS\  
Commerce - Medical Marijuana Control Program\*  
Construction Board  
Lottery Commission\*  
Occupational Therapy, Physical Therapy and Athletic  
Ohio Board of Nursing  
Ohio Dental Board  
Ohio Department of Education  
Ohio Dept of Agriculture - Hemp  
Ohio Department of Insurance\*

Ohio Department of Liquor Control\*  
Ohio Division of Real Estate and Professional Licensing  
Ohio Medical Board  
Ohio Racing Commission\*  
Ohio Veterinary Medicine License Board  
Ohio Peace Officers Training Academy  
Pharmacy Board  
PI/SG\* Ohio Department of Public Safety\*  
Social Work Board  
State Vision Professional Board  
State Speech & Hearing Professional Board

*\* Cannot be mailed to an additional address*

**Mail Background Check Results to:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Contact (If Any): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number \_\_\_\_\_

All Checks are conducted by the Ohio Bureau of Criminal Identification & Investigation, London, Ohio.

**For the status or question regarding the background check(s) please contact them at (877) 224-0043 or (740) 845-2000.**

I certify that the personal identifiers provided on this form are accurate and I voluntarily and knowingly authorize this WebCheck agency (3MU387 Franklin County Sheriffs Office) to submit information to the Ohio Bureau of Criminal Identification and Investigation (BCI&I) to conduct a criminal records check for information relating to me. I voluntarily and knowingly authorize BCI&I to disseminate criminal arrest conviction and juvenile delinquency adjudication records to the WebCheck provider or agency I have designated to receive this information. I voluntarily and knowingly release and discharge the Ohio Attorney General's Office, BCI&I and their employees from all claims and liability related to this authorized criminal record review and dissemination.

**By signing this form the applicant acknowledges that all information on this form is accurate.  
Any mistakes or errors on this form are the responsibility of the applicant.**

Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Completed by Sheriff's Technician: \_\_\_\_\_

Receipt# \_\_\_\_\_



**MIKE DeWINE**

★ OHIO ATTORNEY GENERAL ★



Identification Quality Assurance  
Office 740-845-2113  
Fax 866-400-5011

1560 State Route 56 SW  
London, OH 43140

## NONCRIMINAL JUSTICE APPLICANT'S RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be notified by the requesting agency that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.<sup>1</sup>

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>2</sup>

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/compact-council/guiding-principles-noncriminal-justice-applicants-privacy-rights>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

If you need additional information or assistance, please contact the Identification Quality Assurance Unit at 740-845-2113 or [NationalWebcheck@ohioattorneygeneral.gov](mailto:NationalWebcheck@ohioattorneygeneral.gov).

<sup>1</sup> See 28 CFR 50.12(b).

<sup>2</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

### Please read and initial below

\_\_\_\_\_ I have reviewed the information entered on this form, and I acknowledge that all information provided is accurate. I also understand that any mistakes or errors on this form are my responsibility.

\_\_\_\_\_ I have reviewed the FBI Noncriminal Justice Applicant's Privacy Rights letter.  
I was offered a copy of the Privacy rights letter and:

\_\_\_\_\_ Declined it.

\_\_\_\_\_ Took it with me.