

Note: BCI and FBI criminal records check are only valid a year from the date of submission.



CRIMINAL RECORDS CHECKS ARE REQUIRED FOR ALL LICENSES

Ohio Revised Code Sections 4776.01(C)(1) and 4717.061 of the Ohio Revised Code requires all individuals applying for a license issued by the State of Ohio Board of Embalmers and Funeral Directors to submit fingerprints for a criminal records check completed by the Bureau of Criminal Identification and Investigation (BCI) and the Federal Bureau of Investigation (FBI).

INSTRUCTIONS FOR OHIO RESIDENTS

Applicants residing in Ohio or out of the state are required to utilize one of the eighty-eight Ohio county sheriffs' offices or a WebCheck provider to electronically submit fingerprints to BCI and FBI. Applicants residing outside of Ohio must come to Ohio and provide fingerprints.

All eighty-eight county sheriffs' offices are WebCheck (BCI & FBI) providers even if they are not listed on the WebCheck Community Listing. If you select an agency other than a sheriff's office, please make sure that it has "(BCI & FBI)" listed after the name. Contact the WebCheck (BCI & FBI) provider agency to determine the total fee(s) and the accepted method(s) of payment. Fees include: BCI (\$22), plus FBI (\$24), and some agencies may charge a processing fee (e.g. \$5-\$40). Also, verify if any additional materials are needed (e.g. photo id). Note, some agencies have restricted hours and may require you to schedule an appointment.

You need both the BCI and FBI records check for initial licensure. The Board cannot complete the processing of your application until it receives the background check reports from both the BCI and FBI. The Board will typically receive the results of a criminal records check submitted via WebCheck within 7 to 10 business days.

A list of other WebCheck vendors in Ohio, arranged by county, is available online at:
<http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>

When locating an electronic fingerprinting site on this web page, please note that you must use the services of a vendor that has "BCI and FBI" listed after the vendor's name as only these entities participate in "National WebCheck."

Instructions for Criminal Records Check

1. Identify an Ohio county sheriff's office or a WebCheck provider and contact that location for specific instructions
2. Request both a BCI and FBI criminal records check
3. Pay the required fees directly to the Webcheck (BCI & FBI) provider
4. Request that the criminal records check results from both the BCI&I and FBI be sent directly to:
Board of Embalmers and Funeral Directors
77 S. High St., 16th Floor
Columbus, OH 43215-6108
5. List the agency code as: "1AB002."