

Criminal Records Check Instructions

WebCheck results are processed in approximately 7-10 days. Manual fingerprint checks take approximately 90-120 days to process. The Board strongly suggests you submit your fingerprints through a WebCheck vendor. WebCheck vendors are only located in Ohio.

The cost of the fingerprint background check is \$46. (BCII = \$22/FBI = \$24) Only certified checks, business checks or money orders made payable to "Ohio Treasurer" are accepted. **Some entities may charge an additional fee.**

*****DO NOT SEND FINGERPRINT CARDS OR FEES TO THE BOARD OFFICE*****

There are two ways to complete your criminal records check:

- 1.) Electronically: You may visit a "National WebCheck" vendor in the state of Ohio to have your fingerprints submitted electronically (Results to the Board within 7-10 business days).
- 2.) Manually: You may take fingerprint cards obtained from the Board to a county sheriff's office, a municipal police department, or any other entity with the ability to make fingerprint impressions and have your fingerprint impressions put on both cards (Results to the Board will take several weeks).

The instructions for each method are listed below.

Electronically - National WebCheck

In order to have your background check completed electronically through National WebCheck, you must visit a National WebCheck vendor. The Sheriff's Offices in all 88 Ohio counties participate in National WebCheck. A list of other WebCheck vendors in Ohio is available online at:

www.ohioattorneygeneral.gov/Services/Business/WebCheck/Webcheck-Community-Listing

- 1.) Contact the National WebCheck vendor to make an appointment to have your fingerprint impressions taken. Verify the fees you will be required to pay and the acceptable form of payment. (The vendor may charge an additional fee to take and/or process your fingerprints.)
- 2.) Go to the National WebCheck vendor to have your fingerprint impressions taken and pay the vendor the appropriate fees in the requested form of payment.
- 3.) Complete both sides of the fingerprint card legibly. The following must be listed on the card:
Agency Code: 1AB002
Reason for fingerprinting: Required for licensure per ORC 4734.202

Background results are to be mailed directly to:

Ohio State Chiropractic Board
77 S. High Street, 16th Floor
Columbus, OH 43215

- 4.) The WebCheck vendor will submit your fingerprints electronically to BCII. Your criminal background results will be reported to the Board within 7-10 business days.

Manual Fingerprinting

You must contact the Board office to request fingerprint cards. You will receive a BCII fingerprint card and an FBI fingerprint card. These cards have specific information documented on them so that they will be processed correctly. If you utilize fingerprint cards that have not been obtained from the Board, you must make absolutely certain that the following information is documented on the fingerprint cards:

Agency Code: 1AB002

Reason for fingerprinting: Required for licensure per ORC 4734.202

- 1.) Take the BCII fingerprint card and the FBI fingerprint card to a county sheriff's office, a municipal police department, or any other entity with the ability to make fingerprint impressions and have your fingerprint impressions put on both cards.
- 2.) Make sure both sides of the card are completed contain the agency code and reason for fingerprinting along with the option to send the results directly to the Board.
- 3.) Mail the BCII fingerprint card, the FBI fingerprint card and the \$46 fee to BCII using the label the Board provided with your cards.

Background results are to be mailed directly to:

Ohio State Chiropractic Board
77 S. High Street, 16th Floor
Columbus, OH 43215

Your criminal records check results will be mailed directly to the Board office. Manual results will take several weeks to process.

*****DO NOT SEND FINGERPRINT CARDS OR FEES TO THE BOARD OFFICE*****

Adverse Criminal Background Results

All applicants for licensure are required to truthfully and accurately complete their application for a chiropractic license which includes disclosing all requested information regarding criminal convictions. Therefore, results of your criminal background check should merely confirm criminal conduct that you have disclosed on your application. If the results of your criminal background check reveal information that you did not disclose on your application, you may be denied licensure.

Disclosing a criminal record, or any other adverse information on your application for a license, does not necessarily result in automatic denial of your application. The information you disclose will be carefully considered by the Board. Please refer to Board Rule 4734-6-09 for factors the Board will utilize when considering your character and fitness to receive a chiropractic license. If the Board proposes to deny your application, you will be afforded an opportunity to have a hearing before the Board.