

CRIMINAL RECORDS CHECK REQUIRED FOR INITIAL LICENSURE

(8/26/2009)

Recently, House Bill 104 of the 127th General Assembly was signed by Governor Strickland and became effective on 3-24-08. House Bill 104, pursuant to sections 4729.071 and 4776.02 of the Ohio Revised Code, states that the Ohio State Board of Pharmacy shall not grant an initial license to a pharmacist or pharmacist intern unless the applicant submits to a criminal records check. The law requires the applicant to submit fingerprints to the Ohio Bureau of Criminal Identification and Investigation (BCI) and the Federal Bureau of Investigation (FBI). The results of the criminal records check will then be required to be forwarded to the Board of Pharmacy for review. Section 4776.03 of the Revised Code requires the Board of Pharmacy to adopt rules to establish administrative and procedural requirements. Until rules are adopted, applicants should follow the criminal records check procedures noted in this document.

You must go to a **WebCheck (BCI & FBI)** provider agency to start the process. The Board of Pharmacy will only accept a criminal records check based on electronic fingerprint impressions submitted to a WebCheck (BCI & FBI) designated provider agency located in Ohio. The applicant **must** come to Ohio and **personally** provide **electronic** fingerprint impressions at any of the eighty-eight Ohio county sheriffs' offices or any other WebCheck (BCI & FBI) designated provider. To view a complete list of WebCheck (BCI & FBI) provider agencies please visit the WebCheck Community Listing located at this direct link on the Ohio Attorney General's website:

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

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.

While at the WebCheck (BCI & FBI) provider site:

- 1) Request both a BCI and FBI criminal records check
- 2) Pay the required fees directly to the WebCheck (BCI & FBI) provider
- 3) Request the background check results be sent to:

Ohio State Board of Pharmacy
77 S. High Street, Room 1702
Columbus, OH 43215-6126

- 4) Indicate the reason fingerprinted as: Required for licensing/permit per ORC 4729.071
- 5) If requested, list agency code as: 1AB002

In the rare event that the WebCheck (BCI & FBI) location cannot obtain fingerprints electronically, they will have to physically ink and roll your fingerprints onto two cards. One card is for the FBI and one card is for BCI. The WebCheck (BCI & FBI) location may charge you a fee for performing this function.

Note: the Board of Pharmacy will only allow the use of fingerprint cards when a WebCheck (BCI & FBI) provider agency cannot obtain readable fingerprints electronically.

1) You must personally mail both cards to:

Bureau of Criminal Identification and Investigation
c/o: Special Requests Desk
P.O. Box 365
London, OH 43140

2) Include a total fee of \$46 (\$22/BCI plus \$24/FBI) only by a certified check, business check, or money order made payable to the Treasurer-State of Ohio.

3) Before mailing, please make sure the cards contain all of the required information. Additionally, please follow the same instructions in numbers 1 through 5 in the above section to complete the cards. Also, make sure you complete the back of the BCI card and that you sign and date it.

Generally, the results of a criminal records check based on electronic fingerprints are received within 7 to 14 days, while the results based on ink fingerprints on cards may take up to 6 to 8 weeks. After the Board of Pharmacy receives your results the licensing process will proceed.