Criminal Records Check Information – Pharmacy Technicians

Updated 6/4/2019

Important Update

Effective April 6, 2019, all pharmacy technician applicants must obtain the required criminal records check by submitting fingerprints to the Ohio Bureau of Criminal Identification and Investigation (BCI) and FBI via a WebCheck provider located in Ohio.

Submitting a Criminal Records Check to the Ohio Bureau of Criminal Identification and Investigation

Pharmacy technician applicants (certified, registered and trainee) must submit an Ohio Bureau of Criminal Identification and Investigation (BCI) and Federal Bureau of Investigation (FBI) criminal records check to the State of Ohio Board of Pharmacy. This document provides instructions on how to obtain a criminal records check.

Except in limited circumstances as provided in rule 4729:3-2-02 of the Ohio Administrative Code, the Board of Pharmacy will only accept a criminal records check based on electronic fingerprint impressions submitted to a WebCheck (BCI and FBI) designated provider agency located in Ohio.

Results will only be considered valid if the fingerprint impressions were obtained within twenty-four months of the date an application is received by the Board.

To view a complete list of WebCheck provider agencies please visit the WebCheck Community Listing located at this direct link on the Ohio Attorney General's website: http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing

NOTE: All eighty-eight county sheriffs' offices are WebCheck 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/$25.25, and some agencies may charge a processing fee (e.g. $5-$40). Also, verify if any additional materials are needed (e.g. photo

identification). 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 **<u>electronic</u>** criminal records check results be sent to: State of Ohio Board of Pharmacy, 77 S. High Street, 17th Floor, Columbus, OH 43215

4) Indicate the reason fingerprinted as:

   o For trainee applicants - **ORC 4729.92**
   o For registered or certified applicants - **ORC 4729.90**

5) If requested, list agency code as: 1AB002

Once your fingerprints are processed by a WebCheck provider, your results will be submitted directly to the Board of Pharmacy. The results will be applied to your application for processing.

Technician Criminal Records Check (Rev 6/2019)