



## **Criminal Records Check Information**

**Updated 12/18/2017**

**REGISTRATION UPDATE:** Registration of technicians involves the processing of application materials by Board of Pharmacy staff. Due to the high volume of expected applicants, it is strongly recommended that current technicians apply for registration by **March 1, 2018**. Submission of applications and application materials by **March 1<sup>st</sup>** will ensure that existing technicians can be registered by the required deadline of **April 6, 2018**.

**IMPORTANT:** There are only two ways to submit the required criminal records check to the State of Ohio Board of Pharmacy to obtain a pharmacy technician registration (certified, registered and trainee). **ALL APPLICANTS MUST SATISFY THIS REQUIREMENT.**

1. **If your employer-based background check was completed more than 24 months from the date you submit your electronic application** - Submit fingerprints to the Ohio Bureau of Criminal Identification and Investigation (BCI) and FBI via a WebCheck provider located in Ohio. The results of new criminal records checks must be submitted to the Board of Pharmacy **directly** by the BCI [See step 3 on the next page of this document]. Instructions for the submission of a new criminal records check are included in this document.
2. **If your employer-based background check was completed in the last 24 months from the date you submit your electronic application** - Submit a copy of your background check results with applicable paperwork (i.e. rap sheet) that your employer has on file. See the appropriate application instructions on the [pharmacy technician licensing webpage](#) for more information on uploading these results. The Board will **ONLY** accept results of the BCI/FBI check sent to an employer who is an Ohio-licensed terminal distributor of dangerous drugs (TDDD). The Board **WILL NOT** accept the following:
  - a. Background checks conducted by other providers that are not Ohio-licensed terminal distributors of dangerous drugs (i.e. foster care applications, conceal carry applications, non-TDDD employers, etc.).
  - b. Background checks that do not consist of results from both the Ohio Bureau of Criminal Identification and Investigation (BCI) **AND** the Federal Bureau of Investigation (FBI).



- c. Employer-based background checks that were completed more than 24 months from the date a technician submits an application. In this instance, the applicant will have to get a new criminal records check as outlined in this document.

**It is strongly advised that you obtain and upload your employer-based records check results (if applicable) as soon as possible to avoid any delay in processing your application.**

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.

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>

**IMPORTANT:** 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/\$24, and some agencies may charge a processing fee (e.g. \$5-\$40). Also, verify if any additional materials are needed (e.g. photo identification). 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 electronic criminal records check results be sent to: State of Ohio Board of Pharmacy, 77 S. High Street, 17<sup>th</sup> Floor, Columbus, OH 43215
- 4) Indicate the reason fingerprinted as: **ORC 4729.071**
- 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.***