

CRIMINAL RECORDS CHECKS REQUIRED FOR LIMITED PERMITS / INITIAL LICENSES

Recent legislation requires that applicants for licenses issued by the Ohio Board of Dietetics complete a criminal background check as part of the initial application process. Pursuant to Ohio Revised Code (ORC) Chapter 4759.061 "The Ohio board of dietetics shall not grant a license to an applicant for an initial license unless the applicant complies with section 4766.01 to 4776.04 of the Revised Code and the board, in its discretion, decides that the results of the criminal records check do not make the applicant ineligible for a license issued pursuant to section 4759.06 of the Revised Code."

Ohio residents applying for a license to practice dietetics for the first time must submit fingerprints for a criminal records check to be completed by both the Ohio Bureau of Criminal Identification and Investigation (BCII) and the Federal Bureau of Investigation (FBI). The background check must have been completed within the past 12 months, and the report mailed directly to the Ohio Board of Dietetics (by law we can not accept background checks mailed to the Board by the applicant). To have both of these checks completed, you must submit fingerprints either electronically (preferred) or by rolling fingerprints onto fingerprint cards (provided by BCII or the Board), and then submitting completed fingerprint cards to the Ohio BCII.

The board can not complete the processing of an initial license application until the Board receives the background check reports from both BCII and FBI.

Electronic fingerprint impressions can be provided in person at any of the 88 Ohio County Sheriff's offices or another Ohio-based agency holding the BCI & FBI designation. The Board does not endorse or recommend any specific Web Check fingerprint company. An internet search under "Ohio Webcheck" should link you to "[Webcheck Community Listing](#)" on the Ohio Attorney General website and allows you to search by county & zipcode for a vendor that does both BCI & FBI checks.

Important: Valid government issued photo identification will be required. Locations designated with a "BCI & FBI" notation perform both BCII and FBI background checks. If this notation is not present, the location will only perform a BCII check, which will be rejected by the Board. Electronic fingerprints typically take 2-10 business days to process.

(During peak business periods processing can take as long as 30 – 90 days!)

Rolled fingerprints (ink based fingerprints submitted by card) take longer to process than electronic fingerprints, and can include additional delays due to poor quality or unreadable prints. Applicants using fingerprint cards for rolled fingerprints should take the cards to their local sheriff's office or law enforcement agency where a qualified person can roll your prints. **Important:** Valid government issued photo identification will be required. After your prints are rolled, you can then mail the completed card(s) to the BCII at the address below.

When completing the form at the Webcheck site, the applicant shall: indicate the applicant's name and address; direct the results of the background check be mailed to the Ohio Board of Dietetics, 77 South High St., 18th Floor, Columbus OH, 43215-6119; and request that the BCII also obtain an FBI background check.

Fees: The applicant bears all costs associated with the completion of the background check and shall complete the BCII - prescribed form(s) at the selected agency. Applicants pay prescribed fees at the Webcheck site either by cashiers check or money order (personal checks and cash are not accepted) and shall not pay any fees to the Board for this purpose. Background check fees will be charged by both BCII and FBI. (The costs currently are \$22 for BCII and \$24 for FBI). The law enforcement agency or electronic fingerprinting companies may charge an additional processing fee (generally between \$15-\$20). These fees do not represent Board policies, and the Board does not collect or process any fees associated with background checks, and does not profit from such fees.

Out of State Applicants: Only Ohio-based background checks done through Ohio BCII are acceptable to ensure that the Board can conduct an accurate, thorough, and timely criminal records review before issuing a license. Contact the Board office for the appropriate finger print card(s) and directions.

If You Have Had a Background Check within the last 12 Months for Another Entity:

Applicants who have recently undergone a criminal records check and submitted fingerprints through BCII (for school or work) need not submit fingerprints again for the BCII part of the records check. Upon written request, **BCII** will run another check on the same fingerprints and print a new report that may be sent to the Board office. This report is not a copy of the original report, but is actually a new report that will show entries that occurred after the first report was run. If the second request is made within 30 days of the original request, there is no charge for the service. If the request is made more than 30 days after the initial request, BCII charges \$8 for the service. If more than one year has passed since the initial request, the applicant must start over and submit fingerprints again.

The FBI does not provide this service. They will only provide duplicates to the agency that was designated in the initial request. To have a report sent to a different entity (like the Board) you must start over again with another fingerprint submission for the FBI check.

Quick Steps for Background Checks

Electronic background checks: (preferred method, provides results in 2-10 business days)

1. Identify a "BCI & FBI WebCheck" vendor.
2. Go to the Webcheck vendor to submit your fingerprints electronically. Take valid government issued photo ID, and money orders or cashiers checks for fees.
3. Request that the criminal records check results from both BCII and FBI be sent directly to:
Ohio Board of Dietetics
77 South High St., 18th Floor
Columbus, OH 43215-6119
4. List the reason for fingerprinting as: "Required for licensure per ORC 4759.061".
5. List the agency code as 1AB002.
6. Write clearly in black ink. Unreadable or altered cards will be rejected.

"Rolled" fingerprints: Used by applicants residing outside of Ohio (processing may take up to 6 weeks)

1. Contact the Ohio Board of Dietetics for fingerprint cards. They will be mailed to you with instructions.
2. After receiving the fingerprint cards, make an appointment at your local Sherriff's Department or law enforcement agency and have fingerprints rolled by a trained professional. Take valid government issued photo ID, and money orders or cashiers checks for fees.
3. Request that the criminal records check results from both BCII and FBI be sent directly to:
Ohio Board of Dietetics
77 South High St., 18th Floor
Columbus, OH 43215-6119
4. List the reason for fingerprinting as: "Required for licensure per ORC 4759.061".
5. List the agency code as 1AB002.
6. Write clearly in black ink. Unreadable or altered cards will be rejected.
7. Mail both BCII and FBI cards and required processing fees
8. (**\$22.00** for BCII and **\$24.00** for FBI check) to:

Ohio Bureau of Criminal Identification and Investigation (BCII)
Special Requests Desk
P.O. Box 365
1560 State Route 56 SW
London, OH 43140

CRIMINAL RECORDS CHECKS REQUIRED FOR INITIAL LICENSING

INSTRUCTIONS TO APPLICANT: If using fingerprint cards for the required Ohio BCII and FBI background checks, present this instruction sheet with the cards to your local Sheriff's Department or other law enforcement agency. Have valid government issued photo identification available.

After you have been fingerprinted you will be responsible for mailing both of the cards, and both fees to:

Ohio Bureau of Identification and Investigation (BCII)
Special Requests Desk
P.O. Box 365
1560 State Route 56 S.W. (Phone: 740/845-2375)
London, OH 43140

DO NOT SEND CARDS OR FEES TO THE BOARD OFFICE

From: Ohio Board of Dietetics

To: Local Sheriff's Department or Law Enforcement Agency

Instructions for Completing the Fingerprint Card Process

The Ohio Revised Code 4759.061 requires those applying for a first time license or limited permit license issued by the Ohio Board of Dietetics to submit fingerprints for criminal background checks to be completed by the Ohio Bureau of Criminal Identification and Investigation (BCII) and the Federal Bureau of Investigation (FBI).

Applicants who reside outside of Ohio, or who choose to use the "rolled" fingerprinting process are directed to have trained law enforcement professionals roll the fingerprints. The applicant should understand that they may be charged a fee for the service, and if such fee applies that they will pay the agency at the time of service.

The applicant has been provided with Ohio BCII and FBI finger print cards that should be completed prior to law enforcement rolling the prints.

Please verify that the individual presenting finger print cards has completed and provided the following:

1. Valid form of government issued photo identification.
2. Personal information section on both cards is complete, and the information can be verified by comparison with the photo identification presented.