



## CRIMINAL RECORDS CHECK REQUIRED FOR INITIAL LICENSURE

**UPDATED 12-7-2017**

The Ohio Revised Code states that the State of Ohio Board of Pharmacy cannot 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/Business/Services-for-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: State of Ohio 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

77 South High Street, 17th Floor, Columbus, Ohio 43215

