



Criminal Records Check Information

Updated 2/20/2019

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 (see Option #1 in this document). **Option #2 listed in this document will no longer be permitted on or after April 6, 2019.**

Submitting an Applicant's Criminal Records Check

There are only two options to submit the required criminal records check to obtain a pharmacy technician registration (certified, registered and trainee). **ALL APPLICANTS MUST SATISFY THIS REQUIREMENT.**

- **Option #1:** Submit fingerprints to the Ohio Bureau of Criminal Identification and Investigation (BCI) and FBI via a WebCheck provider located in Ohio. The results of criminal records checks must be submitted to the Board of Pharmacy **directly** by the BCI. Instructions for the submission of a criminal records check begin on page 2 of this document.
- **Option #2: [THIS OPTION IS NO LONGER VALID ON APRIL 6, 2019] If your employer conducted a background check in the 24 months prior to the date you submit your application** - Submit a copy of your background check results with applicable paperwork (i.e. rap sheet) that your employer has on file. See the 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 of application. In this instance, the applicant will have to obtain a new criminal records check as outlined in Option #1 of this document.

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 one year 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/\$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). 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, 17th Floor, Columbus, OH 43215
- 4) Indicate the reason fingerprinted as:
 - For trainee applicants - **ORC 4729.92**
 - 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.