Criminal Records Check Required for Initial Registration – Pharmacy Technicians

Updated 11/6/2025

The Ohio Revised Code requires pharmacy technicians (trainee, registered, certified) to submit to a criminal records check as part of the initial registration process. 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.

REMINDER: 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.

Board of Pharmacy rules require an applicant to obtain fingerprint impressions at a **WebCheck (BCI & FBI)** provider agency. The Board will only accept a criminal records check based on electronic fingerprint impressions submitted to a WebCheck (BCI & FBI) designated provider agency located in Ohio, except under any of the following circumstances:

1. Readable electronic fingerprint impressions cannot be obtained or are rejected by either BCI or FBI;
2. The applicant is from out-of-state; or
3. The applicant's home address is seventy-five miles or more from the nearest WebCheck location.

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:

77 S. High Street, 17th Floor
Columbus, OH 43215 U.S.A.

Phone: 614 | 466 4143
Fax: 614 | 752 4836

The State of Ohio is an Equal Opportunity Employer and Provider of ADA Services

988 SUICIDE & CRISIS LIFELINE Ohio

https://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 generally range anywhere between $50-$80 for both the BCI and FBI check. Also, make sure to verify if any additional materials are needed (e.g. photo id). Some agencies have restricted hours and may require you to schedule an appointment.

Procedures for Submitting Fingerprint Impressions

Fingerprints for criminal records checks may be submitted in one of two ways:

1. For individuals in Ohio, submit electronic fingerprint impressions at a Webcheck provider in Ohio. Webcheck provider locations can be found by visiting the Ohio Attorney General's Webcheck Listing at www.pharmacy.ohio.gov/webcheck.

While at the Webcheck (BCI & FBI) provider site the individual should:

- Request both a BCI and FBI criminal records check
- Pay the required fees directly to the Webcheck provider
- Request the background check results be sent **electronically (direct copy)** to: Ohio Board of Pharmacy, 77 S. High Street, 17th Floor, Columbus, OH 43215-6126.
- Indicate the reason fingerprinted as either:
  - For trainee applicants – **ORC 4729.92**
  - For registered or certified applicants – **ORC 4729.90**
- If requested, list agency code as: **1AB002**

2. For individuals located outside the state of Ohio, submit fingerprint impressions via one of two options:

- Ohio BCI has a pilot program with FastFingerprints, a National Background Check company, to submit electronic out of state fingerprints to their office. Please go to the website https://register.fastfingerprints.com/oagbci08262024/ and follow the

instructions at that link. **Select reason "4729 92" or "4729 90" for for both background checks and select "Pharmacy Board" as the State Agency you wish to share your results with.** Should you have questions, please contact FastFingerprints by visiting https://www.fastfingerprints.com/contact/ or call FastFingerprints at 614-457-8900, option 2 for further instructions.

- If electronic fingerprints do not work in your situation, physical cards and payment must be submitted to Ohio BCI for processing:
    - Cards – go to the AGO website at https://www.ohioattorneygeneral.gov/Files/Forms and under BCI Criminal Records and Background Checks, print the BCI fingerprint card and FBI fingerprint card. Fingerprints can be rolled onto the card by any agency that performs this service in your area. Applicants are strongly encouraged to complete multiple cards in the event the fingerprint impressions are of poor or insufficient quality to complete a criminal records check. Only send one set of cards to Ohio BCI and maintain any extras in a secure manner.
    - Payment – The cost for criminal record checks is $22.00 for BCI and $24.00 for FBI. Payment can be mailed with the fingerprint card(s) or submitted online at https://payments.cboss.com/clients/pymt/backgroundcheck/paymentlaunch/default.aspx. Submitting payment online still requires the fingerprint card(s) to be mailed to Ohio BCI. **If paying by check, pay to the order of "Treasurer, State of Ohio" in the total amount of $46.00.**
    - Mail both the cards – one (1) FBI card and one (1) BCI card and payment if not submitted online to:

Ohio Bureau of Criminal Investigation
P.O. Box 365
London, OH 43140

IMPORTANT: Fingerprint cards and payments should not be sent to the Board of Pharmacy. Any fingerprint cards sent directly to the Board will be

destroyed immediately upon receipt and the applicant will be required to complete new fingerprint cards.

PLEASE NOTE: Manual submission of fingerprint cards may cause the background check process to take over eight weeks. All applicants are strongly encouraged to submit electronic fingerprint impressions in-person at a WebCheck provider or through the FastFingerprints pilot program when possible. When mailing cards, the Board strongly recommends mailing in a manner that has up-to-date tracking information as this information may be requested by the Board to demonstrate the applicant's adherence to the application requirements.