

Background Checks Required for Independent Providers and Chief Executive Officers of Agency Supported Living Providers

All individuals applying for certification as an Independent Provider and the Chief Executive Officer (CEO) of an agency certified by the Ohio Department of Developmental Disabilities (DODD) are required to have a criminal background check conducted by the Bureau of Criminal Identification and Investigation (BCI). If you have lived in Ohio for at least five years, you are required to have only an Ohio criminal background check. If you have lived in Ohio for *fewer than five years*, or if you were *convicted of a crime in another state or of a federal offense*, you must request both an Ohio background check and a FBI background check.

All applicants are to use “WebCheck” (Ohio’s electronic fingerprint system) to electronically submit their fingerprints to BCI and FBI. In addition to the \$22.00 BCI fee and \$24.00 FBI fee, the electronic fingerprinting company/agency will charge an additional handling fee to process the fingerprints.

A list of all vendors, searchable by county, is available online at:

<http://www.ohioattorneygeneral.gov/business/services-for-business/webcheck/webcheck-community-listing>

When locating an electronic fingerprinting site on the web page, please note that you are to use the services of a vendor that has BCI and FBI listed after the vendor’s name. Only these entities participate in “*National WebCheck*.” In most of the 88 counties, the Sheriff’s office participates in the “*National WebCheck*.”

Please call the vendor to verify location, time of availability and cost. Cost may vary by location. DODD does not endorse or recommend any specific vendor.

By law, DODD cannot complete the processing of your application until it receives the background check report from BCI. If you have not lived in Ohio for the last five years or if you were convicted of a crime in another state or a federal offense, DODD must also receive a background check report from the FBI.

You will not receive a copy of the background check. Please keep a copy of the receipt from the location where you had the background check completed.

Steps for “WebCheck”

1. Identify a “BCI and FBI” vendor that participates in the “National WebCheck.”
2. Submit your fee directly to the vendor. **DO NOT SEND YOUR FINGERPRINTS OR FEE TO DODD.**
3. For the **BCI criminal records check**, indicate the **reason** for the fingerprinting as *5123.169 Applicant for a supported living certificate*.
4. If you have not lived in Ohio for the last five years or if you were convicted of a crime in another state or a federal offense, you must also have a criminal records check completed by the FBI. For the **FBI criminal records check**, indicate the **reason** for the fingerprinting as *5126.28 Employment with DODD*.
5. The results of background check for the CEO of an agency and for an independent provider must be submitted **DIRECTLY TO DODD FROM BCI** to the address below. Background checks submitted by the WebCheck vendor, local law enforcement agencies, the applicant, or any entity other than BCI cannot be accepted. **You must provide the address below to the WebCheck vendor when you have your background check completed.** Request that the criminal records check results be sent directly to:

**Provider Certification
Ohio Department of Developmental Disabilities
30 East Broad Street, 13th Floor
Columbus, OH 43215**