

## Requesting the BCI and FBI Background Checks

The purpose of this guidance is to (1) tell you which reason codes to use when requesting BCI or FBI background checks and (2) explain what reason codes are.

There are two types of web check software. One type lists the actual reason code which is the statute that requires the background check. The other type lists the title of the reason code. You need to find out from your web check provider which type of software it has so that you know whether to provide a **statute for the reason code or a title for the reason code**.

### 1. What BCI Reason Codes to Use

For employment with DODD, or a county board of developmental disabilities	1. Statute "5123.081" or 2. the title "Employees of DODD, county boards of DD and contracting DD."
For employment in a direct services position with a provider or subcontractor	1. Statute "5123.081" or 2. the title "Employees of DODD, county boards of DD and contracting DD."
For those seeking certification as an independent provider or an agency CEO	1. Statute "5123.169" or 2. the title "Applicant for a supported living certificate."

### 2. What FBI Reason Codes to Use

For employment with DODD, or a county board of developmental disabilities	1. Statute "5126.28" or 2. the title "Employment with DODD"
For employment in a direct services position with a provider or subcontractor	1. Statute "5126.28" or 2. the title "Employment with DODD"
For those seeking certification as an independent provider or an agency CEO	1. Statute "5126.28" or 2. the title "Employment with DODD"

**Remember, you must submit your request for a FBI check directly to BCI.**

Following, you will find background and reasoning explaining why you are to use these codes.

#### **A. What are reason codes and why are they needed**

A reason code is (1) the specific Ohio Revised Code statute that requires the background check and (2) the specific Ohio Revised Code statute that requires BCI to conduct the background check.

---

\* Includes employee recalled or re-employed after a layoff.

There are many statutes that require BCI and the FBI to conduct background checks. It is important to use the correct reason code because failure to do so means BCI is not looking at the correct statute that authorizes it to conduct the background check on the applicant/employee. If the incorrect reason code is provided, BCI will be looking at the wrong list of offenses.

**B. Which statutes require background checks within Ohio's developmental disability system**

R. C. 5123.081 requires background checks of employees of DODD, county boards of developmental disabilities and people employed in direct services positions. R. C. 5123.169 requires background checks of applicants for certification as independent supported living providers and agency CEOs of supported living providers.

**C. What if an agency provides services to individuals with DD as well as individuals in the health, Medicaid or aging systems**

The list of disqualifying offenses for workers in the Health, Medicaid and Aging systems is the same. <sup>\*\*</sup> Therefore, if you are an agency that provides services in multiple systems and must comply with one or more of the statutes listed above, you can use one reason code to cover all systems. For example, you can use reason code 5123.081 or its literal translation "Employees of DODD, county boards of DD and contracting agency."

If you must comply with the background check requirements for a different state agency, such as the Department of Education or children services, you will need to run separate background checks on the applicant/employee using two different reason codes to make sure that you are complying with the requirements of both statutes.

For further information on background checks see the Power Point presentation "Background Checks Employment" on the website of the Ohio Department of Developmental Disabilities.

You can find the presentation at:

1. [Dodd.ohio.gov](http://Dodd.ohio.gov)
2. Click on key for DODD Gateway
3. Click on "Providers" or "County Boards"
4. Click on Resources and Tool
5. Click on Background Checks Employment

---

Attached are the lists of BCI and FBI reason codes for WebCheck. Please note the list of BCI and FBI reason codes on BCI's website have not been revised to match the WebCheck reason codes.

---

**\*\* Only if the background check is required by one of the following statutes: R.C. 173.27, R.C. 173.38, R.C. 3701.881, R.C. 5166.34, R.C. 5164.34, R.C. 5164.342.**

## APPENDIX E: BCI REASON FINGERPRINT CODES

This table lists each BCI Reason Fingerprint Code. Additional codes will be added as state legislation is authorized. The Code Number must be submitted to BCI&I in field 2.905 with appropriate spacing as listed below.

Reason Code	Reason Description
109 578	Prospective Firefighter / EMT Applicants
113 041	Ohio Treasurer of State employees
121 08	Ohio Department of Commerce
173 27	State long-term care ombudsperson program
173 38	Community based long term care agency
2151 86	Out of Home Child Care, Foster Parents, Adoptive Parents and all individuals 18 and over residing in home
311 41	Carry Concealed Weapons
311 41R	Carry Concealed Weapons - Renewal
311 41T	Carry Concealed Weapons - Temporary
311 41F	Carry Concealed Weapons - Retired LE
1121 23	Management of a bank
1155 03	Management of a savings and loan association
1163 05	Management of a savings bank
1315 141	Management of a licensee for a financial institution
1321 37	License to make short-term loans
1321 53	Certification of registration for a financial institution
1321 531	Application for a mortgage loan originator license
1322 03	Certification of registration as a mortgage broker
1322 031	License as a loan officer
1733 47	Management of a credit union
1761 26	Management of a credit union share guaranty corporation
2151 33	Temporary care of a juvenile
2151 412	Parent, guardian, custodian, prospective custodian, or prospective placement involved in a case plan
3301 32	Headstart Agency
3301 541	Preschool Program
3319 39B1	School Employees - non teaching positions
3319 39B3	School Employees - teachers only
3327 10	School Bus Driver
3701 881	Home Health Agency Responsible for Children or Adults (in-home patient care)
3712 09	Hospice Care Program
3721 121	Home or Adult Daycare Program

3734 42	Hazardous Waste Environmental Background Investigations
3769 03	Ohio Racing Commission
3770 02	Ohio Lottery Commission
3772 07	Ohio Casino Control Commission
3905 051	Applicant to obtain license to sell insurance through the Ohio Dept of Insurance
4123 444	Investment managers/employees who contract with Ohio BWC to invest BWC funds
4303 29	Ohio Division of Liquor Control
4701 08	Accountancy Board license applicants
4715 101	State Dental Board license applicants
4717 061	Board of Embalmers and Funeral Directors license applicants
4723 09	Nurses (RNs, LPNs, dialysis techs, students entering nursing education or dialysis)
4725 121	State Board of Optometry license applicants
4725 501	Ohio Optical Dispensers Board license applicants
4729 071	State Board of Pharmacy license applicants
4729 42	Pharmacy Technician
4730 101	Physicians Assistant Certificate Applicants
4730 14	Renew a Certificate to Practice as a Physician Assistant
4730 28	Reinstatement of a Certificate to Practice as a Physician Assistant
4731 081	State Medical Board (practice medicine and surgery or osteopathic medicine or surgery)
4731 15	Certificate to practice massage therapy and cosmetic therapy
4731 171	Massage or Cosmetic Therapists certificate applicants
4731 222	Application for restoration of a medical certificate
4731 281	Renew a License to Practice Medicine
4731 296	Telemedicine practitioners certificate applicants
4731 531	Podiatrists (including surgeons) certificate applicants
4732 091	State Board of Psychology license applicants
4734 202	State Chiropractic Board license applicants
4740 061	Ohio Construction Industry license applicants
4741 10	Veterinary Medical Board license applicants
4749 03	License for Private Investigator or Security Guard
4749 06	Employment as Private Investigators/Security Guards
4755 70	Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board license applicants
4757 101	Counselor, Social Worker, and Marriage and Family Therapists Board license applicants
4759 061	Ohio Board of Dietetics license applicants
4760 032	Anesthesiologist Assistant certificate of registration applicants
4760 06	Renewal or Reinstatement of a license to be an Anesthesiologist Assistant
4761 051	Ohio Respiratory Care Board license applicants
4762 031	Acupuncturist certificate of registration applicants
4762 06	Renew a license to practice Acupuncture

4763 05	License or Certificate for General Real Estate Appraisers, Residential Real Estate Appraisers, or Assistant
4776 02	Pain Management Clinic Owner/Employee
4776 021	Trainee license for any approved board
4779 091	State Board of Orthotics, Prosthetics, and Pedorthics license applicants
4783 04	Applicant for a certificate to practice as a certified Ohio behavior analyst
5104 012	Employees of Child Daycare Center Type A Family Daycare, Type B Family Daycare, Certified in Home Aide
5104 013	Child Daycare Center Owner, Licensees, or Administrator Type A Daycare Home owner and any person 18 yrs or older who resides in home
5164 34	Applicant for Medicaid provider
5164 342	Applicant with agency that provides home and community based waiver services
5164 341	Independent provider for the DIFS for home and community based waiver services
5123 081	Employment with DoDD, county board of DD or contracting agency
5123 169	Applicant for a supported living certificate
5153 111	Co. Public Children Services Board of Co. Human Services Administering child Welfare
LAW	Law Enforcement/Criminal Justice
PL104 120	Public Housing
NO ORC	Other: Please type specific reason

## APPENDIX F: FBI REASON FINGERPRINT CODES

This table lists each FBI Reason Fingerprint Code. Additional codes will be added as state legislation is authorized. The Code Number must be submitted to BCI&I in field 2.037.

Code Number	Code Description
4701 08	Accountancy Board license applicants
4762 031	Acupuncturist license applicants
4760 032	Anesthesiologist Assistant certificate of registration
311 41	Carry Concealed Weapons
5104 012	Child Daycare Center Employee, Type A Family Daycare Employee, Certified in Home Aide
5104 013	Child Daycare Center Owner, Licenses or Administrator Type A Daycare Home owner and any person 18 years or Older
4734 202	Chiropractic Board license applicants
4740 061	Construction Industry license applicants
4757 101	Counselor, Social Worker, and Marriage and Family Therapists Board license applicants
5153 111	County Public Children Services Board of County Human Services Administering Child Welfare
4715 101	Dental Board license applicants
4759 061	Dietetics Board license applicants
4717 061	Embalmers and Funeral Directors license applicants
3301 32	Headstart Agency
3701 881	Homehealth Agency Responsible for Children or Adults (in-home patient care)
3721 121	Home or Adult Daycare Program (nursing home, residential care facility, home for the aging, veteran's home)
3734 42	Hazardous Waste Environmental Background Investigations
3712 09	Hospice Care Program
4123 444	Investment Managers and their employees who contract with Ohio BWC to invest BWC funds
LAW	Law Enforcement / Criminal Justice
4731 171	Massage or Cosmetic Therapist license applicants
4731 081	Medical Board license applicants to practice medicine and surgery, or osteopathic medicine or surgery
4723 09	Nurses includes RN and LPN, dialysis techs - Board licensing and students entering nursing education or dialysis
4755 70	Occupational Therapy, Physical Therapy, and Athletic Trainers Board license applicants
3772 07	Ohio Casino Control Commission
121 08	Ohio Department of Commerce (real estate, mortgage brokers, insurance, liquor and fireworks licensing)
3905 051	Ohio Department of Insurance (Resident license as Insurance Agent or Surety Bail Bond Agent)
3770 02	Ohio Lottery Commission

<sup>1</sup> This category must only be used by a County Sheriff's Office

<sup>3</sup> This category must only be used by a law enforcement (Sheriff or Police) or criminal justice organization

12/18/2013

Version  
4.08

Page  
51/61

Code Number	Code Description
3769 03	Ohio Racing Commission -- Horse Racing applicants
113 041	Ohio Treasurer of State Employees, applicants
4725 501	Optical Dispensers Board license applicants
4725 121	Optometry Board license applicants
4779 091	Orthotics, Prosthetics, and Pedorthics Board license applicants
2151 86	Out of Home Child Care, Foster Parents, Adoptive Parents (and all individuals 18 and over residing in home)
4776 02	Pain Management Clinic Owner/Employee
173 41	Passport Program -- Ohio Department of Aging (community-based long-term continuous care)
4729 071	Pharmacy Board license applicants
4729 42	Pharmacy Technician
4730 101	Physician Assistant certificate applicants
4731 531	Podiatric medicine and surgery certificate applicants
3301 541	Preschool Program
4749 06	Private Investigators / Security Guards
109 578	Prospective Firefighters and Volunteer Firefighters / EMT Applicants
4732 091	Psychology Board license applicants
PL104 120	Public Housing <sup>4</sup>
3319 39	Public School District or Chartered Nonpublic School Employees and School Bus Drivers
4761 051	Respiratory Care Board
4731 296	Teleneurology practitioner certificate applicants
4741 10	Veterinary Medical Board license applicants
5126 28	Employment with DoDD
NCPA/VA	Volunteer Children's Act
Real ID	Real ID -- BMV employees working with facial recognition

<sup>4</sup> This category must only be used by a Public Housing organization with an authorized Public Housing ORI