

BRING THIS SHEET TO YOUR FINGERPRINTING APPOINTMENT



CRIMINAL RECORDS CHECK NOW REQUIRED FOR INITIAL LICENSURE IN ORTHOTICS, PROSTHETICS, AND PEDORTHICS

- *Recently-enacted Section 4779.091 of the Ohio Revised Code requires all individuals applying for a license issued by the State Board of Orthotics, Prosthetics, and Pedorthics (the Board) to submit fingerprints for a criminal records check to be completed by the Ohio Bureau of Criminal Identification and Investigation (BCII) and the Federal Bureau of Investigation (FBI).*

Applicants residing in Ohio are required to utilize “WebCheck” to electronically submit their fingerprints to BCII. Applicants residing within a one-hour travel (driving time) of Ohio may be required to utilize “WebCheck.” The Board will typically receive the results of a criminal records check submitted via “WebCheck” within 30 business days. In addition to the \$22 BCII fee and \$24 FBI fee, the electronic fingerprinting company may charge its own fee to process the fingerprints. These fees are not controlled by the Board, and may be subject to change. Be sure to contact the vendor you choose (see below) in advance to determine the total fee and form for your payment – a certified check or money order may be required.

Since the law requires applicants for licensure to submit a records check completed by both BCII and FBI, **YOU MUST USE THE SERVICES OF A “WEBCHECK” VENDOR THAT PARTICIPATES IN THE “NATIONAL WEBCHECK.”** The Sheriff’s offices in all 88 Ohio counties participate in the “National Web Check.” A list of other “WebCheck” vendors in Ohio, arranged by county, is available online at:

<http://www.ohioattorneygeneral.gov/Services/Business/WebCheck/Webcheck-Community-Listing>

When locating an electronic fingerprinting site on this web page, please note that you must use the services of a vendor that has “(NWC)” or “(BCI & FBI)” listed after the vendor’s name. Only these entities participate in “National WebCheck.” The Board does not endorse or recommend any specific electronic fingerprinting company.

You need both the BCI&I and FBI records check for initial licensure. By law, the Board cannot complete the processing of your application until it receives the background check reports from both the BCII and FBI.

Checklist for “WebCheck”

- 1. Identify a “WebCheck” vendor that participates in the “National WebCheck.”
- 2. Submit your fee directly to the “WebCheck” vendor. **DO NOT SEND YOUR FINGERPRINTS OR FEE TO THE BOARD.** Contact the vendor you choose in advance to determine the total fee and form for your payment – a certified check or money order may be required. > **BRING THIS NOTICE** <
- 3. Request that the criminal records check results from both the BCII and FBI be sent directly to:
OPP – State Board of Orthotics, Prosthetics & Pedorthics
77 South High St., 18th Floor
Columbus, Ohio 43215-6108
- 4. List the reason for fingerprinting as: **“Required for licensure per ORC §4779.091 and ORC §4776.02”**
- 5. Enter your information clearly in black ink; unreadable cards or forms will be rejected.
- 6. **Bring with you to the “NWC” WebCheck vendor:** (a) this notice; (b) a valid form of ID (driver’s license); (c) payment in the appropriate amount in an acceptable form, payable to the vendor.

Instructions for Individuals Residing More than 50 Miles From Ohio

Individuals residing more than 50 miles from Ohio must contact the Board by email at bopp@exchange.state.oh.us or by fax at 614-387-7347 to request that the Board mail to you the appropriate forms to have your fingerprints taken at your local law enforcement agency. Any additional instructions will also be mailed.

This notice updated 06.26.2012