



OHIO OPTICAL DISPENSERS BOARD

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CRIMINAL RECORDS CHECKS REQUIRED FOR INITIAL LICENSURE

Section 4725.501 of the Ohio Revised code requires all individuals applying for a license issued by the Ohio Optical Dispensers Board (Board) to submit fingerprints for a criminal records check completed by the Ohio Bureau of Criminal Identification and Investigation (BCII) and the Federal Bureau of Investigation (FBI).

Applicants residing in Ohio or within 50 miles of Ohio are required to utilize “Web Check” to electronically submit their fingerprints to BCII. The Board will typically receive the results of a criminal records check submitted via “Web Check” within 30 to 60 business days.

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 “Web Check” vendor that participates in the “National Web Check.” The Sheriff’s offices in all 88 Ohio counties participate in the “National Web Check.” A list of other “Web Check” 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) listed after the vendor’s name. Only these entities participate in “National Web Check.” The Board does not endorse or recommend any specific electronic fingerprinting company.

You need both the BCII 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.

Steps for “Web Check” 1. Identify a “Web Check” vendor that participates in the “National Web Check.”

2. Submit your fee directly to the “Web Check” vendor. **DO NOT SEND YOUR FINGERPRINTS OR FEE TO THE BOARD.**
3. Request that the criminal records check results from both the BCII and FBI be sent directly to:
Ohio Optical Dispensers Board
77 South High St., 16th Floor
Columbus, Ohio 43215-6108
4. List the reason for fingerprinting as: “Required for licensure per ORC 4725.501.”
5. List the agency code as 1AB002
6. Write clearly in black ink, as unreadable cards will be rejected. Do not alter the card or boxes.

Instructions for Individuals Residing More than 50 Miles From Ohio

Individuals residing more than 50 miles from Ohio must contact the Board at odb@odb.ohio.gov or 614 466 9709 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.