

High Volume Breeder Criminal Records Check Required for Licensure

The Ohio Revised Code requires those applying for a permit as a High Volume Dog Breeder to submit fingerprints and request criminal records checks as provided by BCI (civilian) and FBI (federal). The Ohio Department of Agriculture (ODA) cannot, by law, complete the processing of your application until ODA receives BOTH background check reports. **If possible, please request that that any facility which performs your background check(s) send the background check results to:**

**Commercial Dog Breeders Office
Ohio Department of Agriculture
8995 East Main Street
Reynoldsburg, Ohio 43068**

BCI Webcheck

Forms Required:

1. Appointment at WebCheck Facility (locations can be found at this link: <http://www.ohioattorneygeneral.gov/services/business/webcheck/webcheck-community-listing>)
2. Background Check Permission and Release form.
3. Government-issued photo ID, or if this not available then a 1) government-issued birth certificate; or 2) government-issued marriage certificate. If no type of government-issued document is available, please call BCI&I at (740) 845-2375 to verify what will be accepted.
4. Method of Payment for the background check. Please verify with the WebCheck location whether they accept cash, check, or credit card, and the amount of the fee (usually \$22). ****Please note: You MUST obtain a receipt for your background check fees in order to be reimbursed.****
5. Request for Copy of Ohio Background Check. A copy can be found on the ODA website or at this link: <http://www.ohioattorneygeneral.gov/OhioAttorneyGeneral/files/98/9814b0b8-db32-4cfd-a581-5850be4532e1.pdf>.

After completing the background check, please ensure that the results will be sent to ODA at the address listed above. If the results cannot be sent directly to ODA, you must send the results to ODA with your application.

BCI will ONLY accept electronic fingerprints except for the reasons listed below. Electronic fingerprints must be completed by a WebCheck location in Ohio that will submit the applicant's fingerprints electronically to BCI. Fingerprint cards using ink will only be accepted by BCI (with an exemption form) for one of the following reasons:

- Applicant's home address is 75 miles or more from the nearest WebCheck location;
- Amputations or digits missing (WebCheck 4.0 only);
- Out-of-state applicant;
- Poor quality prints (Not able to capture at WebCheck location, provide name of location where background check was attempted on waiver form);
- BCI rejects from original electronic submission.

Waivers of the electronic submission requirement will be evaluated on a case by case basis. If you have any questions about any of the above qualifying exemptions, please contact BCI&I at (740) 845-2375.

FBI Background Check.

Step 1: Complete the Applicant Information Form which is provided on the ODA website or can be found here: <https://forms.fbi.gov/criminal-history-summary-checks-review/q384893984839334.pdf>. Include your complete mailing address. Please provide your telephone number and/or e-mail address, if available.

Step 2: Obtain a set of your fingerprints. You may check with the WebCheck Facilities listed above where you obtain your BCI background check if they will also provide ink or electronic fingerprints for the FBI.

Provide the original fingerprint card. Previously processed cards or copies will not be accepted. Your name and date of birth must be provided on the fingerprint card. **Fingerprints should be placed on a standard fingerprint form (FD-258) commonly used for applicant or law enforcement purposes.**

Include rolled impressions of all 10 fingerprints and impressions of all 10 fingerprints taken simultaneously (these are sometimes referred to as plain or flat impressions). If possible, have your fingerprints taken by a fingerprinting technician. This service may be available at a law enforcement agency. Fingerprints taken with ink or via live scan are acceptable. If fingerprints are not legible, the fingerprint card will be rejected. This could cause delays in processing and could also result in additional fees.

Step 3: Submit payment.

Option 1: Pay by credit card using the Credit Card Payment Form available at <http://www.fbi.gov/about-us/cjis/criminal-history-summary-checks/credit-card-payment-form>. Don't forget to include the expiration date of the credit card that you are using.

Option 2: Obtain a money order or certified check for \$18 U.S. dollars made payable to the Treasury of the United States. Please be sure to sign where required.

Important note: Cash, personal checks, or business checks **WILL NOT** be accepted and sending any of these will delay processing of your request. Payment must be for the exact amount. If the request is for a couple, family, etc., include \$18 for each person. If the request is for multiple copies per person, include \$18 for each copy requested.

Step 4: Include a written request to mail the completed background check directly to:

**Commercial Dog Breeders Office
Ohio Department of Agriculture
8995 East Main Street
Reynoldsburg, Ohio 43068**

If the results cannot be sent directly to ODA, you must send the results to ODA with your application.

Step 5: Mail the required items listed above—signed applicant information form, fingerprint card, payment of \$18 U.S. dollars for each person or copy requested, written request to mail the background check to ODA, and **a request for a written receipt for the background check fee** —to the following address:

FBI CJIS Division – Summary Request
1000 Custer Hollow Road
Clarksburg, WV 26306

Note: Although the FBI employs the most efficient methods for processing these requests, processing times may take approximately five to six weeks depending on the volume of requests received. For assistance, contact the Customer Service Group at (304) 625-5590.

****Please note: NO REIMBURSEMENT OF BACKGROUND CHECK FEES SHALL BE MADE UNTIL AND UNLESS THE PERMIT IS ISSUED TO THE APPLICANT.**