



CRIMINAL RECORDS CHECKS REQUIRED FOR LICENSURE OR CERTIFICATION

The Ohio Revised Code requires those applying for a license or certificate issued by the Ohio Board of Nursing (Board) to submit fingerprints for both an **FBI** (federal) and **BCI** (civilian) criminal records check completed by the Bureau of Criminal Identification and Investigation (BCI). The Board cannot, by law, complete the processing of your application until the Board receives **BOTH** reports.

Electronic fingerprints must generally be completed at a Webcheck location in Ohio that will submit the applicant's fingerprints electronically to BCI. The applicant must request that **BOTH** reports be sent to the Board **DIRECTLY** from BCI, or they will not be accepted by the Board. A complete list of Webcheck locations is available [here](#).

When locating an electronic fingerprinting site on this web page, please note that only the locations designated with the notation of "BCI & FBI" perform both BCI and FBI records checks. The Board does not endorse or recommend any specific Webcheck fingerprinting company.

BCI may accept fingerprint cards rather than electronic fingerprints if you qualify for an exemption. If you do not live in Ohio, for example, you may submit fingerprint cards. **Information regarding how to request an exemption and instructions for submitting the fingerprint cards is available [here](#).**

For FAQs about background checks, click [here](#).

Procedures to obtain, correct, or update your FBI background check report are set forth in Title 28, Code of Federal Regulations §16.34 Procedure to obtain change, correction or updating of identification records. This law states:

If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod.D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

Procedures to obtain and review your BCI background check report are provided on the Ohio Attorney General's website: <https://www.ohioattorneygeneral.gov>.