

FBI Background Checks – Authorized Reason Codes

Notes:

- FBI background checks must only be conducted for the reasons listed below. BCI only has the authority to conduct FBI background checks if authorized state legislation is in place. FBI background checks must not be conducted for individuals applying for positions outside the state of Ohio. If the employer is located outside of Ohio, but the individual will work in Ohio the FBI background check may be conducted.
- The FBI Check does not replace legislative requirements for a BCI background check.
- Where it is indicated that the five-year rule applies, individuals that have not resided in Ohio for the five years previous to application for employment are required to have both a BCI and FBI background check. However, in any of these situations, the employer may elect to do both checks regardless of length of residency.
- Background checks must not be distributed to a third party. If conducting a background check for purposes other than your organization, the results must be sent as a “mailto” to the entity that requires the background check. An employer shall not share the results of an FBI background check with another organization under any circumstances. The prospective employee’s written consent/ authorization does not waiver this requirement.
- If FBI check is requested for a reason other than the categories listed below, the person must be printed on an FBI fingerprint card and the card should be forwarded to the FBI CJIS division under the Freedom of Information Act. A letter explaining the reason for the request needs to accompany the card.

Authorized Reason Codes:

Ohio Revised Code Number	Description
4701.08	Accountancy Board license applicants – BCI and FBI check upon application for initial license; must be mailed to state board.
4762.031	Acupuncturist certificate of registration license - BCI and FBI check upon application for initial license; must be mailed to state board.
3722.151	Adult Care Facility – Adult family home or adult group home; Five year rule applies
4760.032	Anesthesiologist Assistant certificate of registration license – BCI and FBI check upon application for initial license; must be mailed to state board.
311.41	Carry Concealed Weapons – May only be used by Sheriff’s Office
4734.202	Chiropractic Board license applicants – BCI and FBI check upon application for license; must be mailed to state board
5153.111	County Public Children Services Board of County Human Services Agency Administering Child Welfare – Five year rule applies
4757.101	Counselor, Social Worker, and Marriage and Family Therapists Board license applicants - BCI and FBI check upon application for license; must be mailed to state board

5104.013	<p>Day Care Center Owner, Licensee or Administrator, Type A Owner or Administrator, Type B Family Day Care Provider - Includes Persons 18 or over residing in the Type A or B Family Day Care Home:</p> <p>Day Care Center Owners, Licensees or Administrators required to have BCI and FBI upon initial license. BCI and FBI check must be completed every four years thereafter. If background check has not been completed in the four years previous to September 1, 2008 a BCI check must be completed. The results of this background check must be mailed to ODJFS.</p> <p>Type A or B Family Day Care, including individuals over 18 residing in the Type A or B Family Day Care Home: BCI and FBI check upon initial license or certification. BCI and FBI are required every four years for Type A home. County department of Job and Family Services (CDJFS) may choose to include the FBI for Type B homes every four years in addition to the BCII. Owner, Administrator, Licensees results must be sent to ODJFS. Results of the Type B home provider must be sent to the CDJFS. Results of individual over 18 residing in a Type A home must be sent to the Administrator of the home. Results of individuals over 18 residing in a Type B home must be sent to CDJFS.</p>
5104.012	<p>Day Care Center, Type A Family Daycare Employees - -</p> <p>A BCI and FBI check is required upon initial employment. The BCI check is required every four years thereafter. Centers and Type A homes may choose to require FBI every four years. The background check must be completed as a mailto and sent directly to the Day Care Center or Type A -home administrator. These provider organizations are prohibited from accepting copies from individuals.</p>
4715.101	<p>Dental Board license applicants - BCI and FBI check upon application for license; must be mailed to state board</p>
4759.061	<p>Dietetics Board license applicants - BCI and FBI check upon application for license; must be mailed to state board</p>
4717.061	<p>Embalmers and Funeral Directors license applicants - BCI and FBI check upon application for license; must be mailed to state board</p>
5126.28	<p>Employees of County Board of Mental Retardation and Developmental Disabilities – Five year rule applies</p>

3734.42	Hazardous Waste Environmental Background Investigations – Do not use
3301.32	Headstart Agency – Five year rule applies
3701.881	Homehealth Agency Responsible for Children or Adults (in-home patient care) – Five year rule applies
3721.121	Home or Adult Daycare Program (nursing home, residential care facility, home for the aging, veterans home) – Five year rule applies
3712.09	Hospice Care Program – Five year rule applies
4123.444	Investment Managers and employees who contract with BWC to invest BWC funds – Five year rule applies
LAW	Law Enforcement / Criminal Justice – Used only by law enforcement / criminal justice agencies for law enforcement / criminal justice applicants; May also be used for LEADS certification and applicants for law enforcement academies. Includes law enforcement, corrections, courts and any contract staff or informants.
4731.171	Massage or Cosmetic Therapists certificate applicants - BCI and FBI check upon application for license; must be mailed to state board
4731.081	Medical Board – practice medicine and surgery or osteopathic medicine or surgery – BCI and FBI check upon application for license; must be mailed to state board.
4723.09	Nurses – (RN’s, LPN’s and dialysis technicians) Includes students entering nursing school or applicants to the Ohio Board of Nursing. BCI and FBI check required. For Board licensing, mail directly to the Ohio Board of Nursing. When hiring nursing staff for hospitals and medical facilities, use the Volunteer for Children’s Act.
4755.70	Occupational Therapy, Physical Therapy, and Athletic Trainers Board license applicants - BCI and FBI check upon application for license; must be mailed to state board
4740.061	Ohio Construction Industry license applicants - BCI and FBI check upon application for license; must be mailed to state board
121.08	Ohio Department of Commerce – Includes real estate appraisers, loan officers, mortgage brokers, liquor and fireworks licensing) Must be mailed to the specific unit at Ohio Department of Commerce. FBI only required for license renewal for loan officers and mortgage brokers.

3770.02	Ohio Lottery Commission - Ohio Lottery Commission typically conducts its own background checks
4725.501	Ohio Optical Dispensers Board license applicants - BCI and FBI check upon application for license; must be mailed to state board
113.041	Ohio Treasurer of State Employees – Background checks conducted only by Ohio Treasurer of State. Do not use.
3769.03	Ohio Racing Commission- FBI only for owners all others BCI and FBI required
4725.121	Optometry Board license applicants - BCI and FBI check upon application for license; must be mailed to state board
4779.091	Orthotics, Prosthetics, and Pedorthics Board license applicants - BCI and FBI check upon application for license; must be mailed to state board
2151.86	<p>Out of Home Child Care, Foster Parents, Adoptive Parents and all individuals 18 and over residing in home)</p> <p>Foster parents are now required to have both a BCI and FBI check upon application for license. Every four years thereafter, a new BCI and FBI check must be submitted. This also applies to all individuals over 18 residing in the home.</p> <p>Adoptive Parents are now required to have both a BCI and FBI check upon initial application for home study. The home study is good for six years. At the 4th year home study update and at expiration (6 years) if they choose to renew their home study. This also applies to all adults residing in the home. For home studies approved prior to the effective date of the rule, the administering agency is required to conduct a BCI and FBI check on each adult residing in the household if the previous check is older than four years. Has to be completed within 60 days of the effective date of the rule.</p>
173.41	Passport Program – Ohio Department of Aging community based long-term continuous care; Five year rule applies. DO NOT USE FOR PEOPLE REQUESTING A PASSPORT. These checks must be submitted to FBI Freedom of Information Section.
4729.071	Pharmacy Board license applicants - BCI and FBI check upon application for license; must be mailed to state board

4729.42	Pharmacy Technicians – BCI and FBI check for employees and potential employees to determine if they may become a qualified pharmacy technician. Does not require the criminal records check to be conducted on persons employed for five years or longer as of the effective date of April 8, 2009. Results must be mailed to the employer.
4730.101	Physicians Assistants certificate applicants - BCI and FBI check upon application for license and license renewals (every two years); must be mailed to state board
4731.531	Podiatrists including surgeons certificate applicants - BCI and FBI check upon application for license; must be mailed to state board
3301.541	Preschool Programs – Five year rule applies
4749.06	Private Investigators/Security Guards – For Class A, B and C licensing when individual intends to carry a firearm; Both BCI and FBI check required; Mail to the Ohio Department of Homeland Security
109.578	Prospective Firefighters/Volunteer Firefighters/EMT Applicants – FBI check may be requested
4732.091	Psychology Board license applicants - BCI and FBI check upon application for license; must be mailed to state board
PL1104.12	Public Housing – Check must only be conducted by a Public Housing organization. Otherwise, do not use.
3319.39	Public School District or Chartered Nonpublic School (includes parochial schools) – All school employees. Both BCI and FBI check required includes teacher licensing, teachers, office staff, custodians, cafeteria workers, bus drivers, paid coaches, contractors, central office staff, and other support staff. Does not include School Board members. Volunteers should be printed under the Volunteer for Children’s Act.
4761.051	Respiratory Care Board license applicants – BCI and FBI check upon application for license; must be mailed to state board
4731.296	Telemedicine Practitioners - BCI and FBI check upon application for license; must be mailed to state board

NCPA/VA	<p>Volunteer Children's Act – This federal legislation is to be used in the absence of state legislation for individuals working with or volunteering to work with children, the elderly or individuals with disability. This should be used where state legislation does not exist and the individual may have unsupervised access with the individuals mentioned. Examples include: church volunteers, school volunteers, boy and girl scout leaders, etc.; medical personnel when the medical establishment has determined that it will conduct FBI checks on prospective employees and where state legislation does not provide them the authority to do so.</p>
4741.10	<p>Veterinary Medical Board license applicants – BCI and FBI check upon application for license; must be mailed to the state board.</p>