

## **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.
- 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 waive 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. For more information regarding the Freedom of Information Act please call the FBI directly at 304-625-5590

## Authorized Reason Codes:

Ohio Revised Code Number	Description
4701.08	<b>Accountancy Board License applicants</b> – BCI and FBI check upon application for initial license; results must be mailed directly to the Accountancy Board of Ohio.
311.41	<b>Carry Concealed Weapons</b> – County Sheriff’s Office use ONLY
4734.202	<b>Chiropractic Board License applicants</b> – BCI and FBI check upon application for license; results must be mailed directly to the Ohio State Chiropractic Board.
CMVSE	<b>CMVSE Act</b> – to be used for individuals that will be applying for licensure as a CDL Examiner. May be used for State or Third-Party Applicants.
5153.111	<b>County Public Children Services Board or County Human Services Agency Administering Child Welfare</b>
4757.101	<b>Counselor, Social Worker, and Marriage and Family Therapists Board License applicants</b> - BCI and FBI check upon application for license; results must go directly to The Ohio CSWMFT Board. (Results to be sent electronically via Direct Copy)
5104.013	<p><b>Day Care Center Owner, Licensee, Administrator or Employee, 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</b></p> <p>Where to send Results:</p> <p><b>Day Care Center Owners, Licensees or Administrators and Type A Home owners/administrators and individuals over 18 residing in the Type A Home</b> the results of this background check must be sent to ODJFS via Direct Copy and can also be sent to the Day Care Center or Type A Home.</p> <p><b>Day Care Center Employee or a Type B Home provider</b> the results should be mailed directly to the County Department of Job and Family Services. Do not send these via Direct Copy.</p>
4715.101	<b>Dental Board License applicants</b> - BCI and FBI check upon application for license; results must be mailed directly to the Ohio State Dental Board

4717.061	<b>Embalmers and Funeral Directors License applicants</b> - BCI and FBI check upon application for license; results must be mailed directly to the Ohio State Board of Embalmers and Funeral Directors.
5126.28 (use in lieu of 5123.081)	<b>Employees of County Board of Developmental Disabilities</b>
3734.42	<b>Hazardous Waste Environmental Background Investigations – BCI &amp; FBI results must mail directly</b> <i>To Attorney General's Office (Environmental), 30 East Broad Street, 25<sup>th</sup> Floor, Columbus, OH 43215 ONLY</i>
3301.32	<b>Headstart Agency</b>
3701.881	<b>Home Health Agency Responsible for Children or Adults (in-home patient care)</b>
3721.121	<b>Home or Adult Daycare Program (nursing home, residential care facility, home for the aging, veterans home)</b>
3712.09	<b>Hospice Care Program</b>
4123.444	<b>Investment Managers and their Employees who contract with Ohio BWC to invest BWC funds</b>
LAW	<b>Law Enforcement/Criminal Justice</b> – 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. <b>Does not include applicants for any type of licensing through the Ohio Department of Public Safety.</b>
3796.12	<b>Medical Marijuana</b> – owners, officers and board members of cultivators, processors, and testing labs or dispensaries
3796.13	<b>Medical Marijuana</b> – Employee with a cultivator, medical marijuana processor, laboratory or medical marijuana retail dispenser
4723.09	<b>Nurses – (RN's, LPN's and dialysis technicians) Includes</b> students entering nursing school or applicants to the Ohio Board of Nursing. BCI and FBI check required. For Board licensing, results must be sent directly to the Ohio Board of Nursing electronically via the Direct Copy field of the National WebCheck System. When hiring nursing staff for hospitals and medical facilities, other than a Children's Hospital, use the Volunteer for Children's Act
4729.553	<b>Ohio Board of Pharmacy</b> – licensure as a Cat III Distributor of dangerous drugs with an office-based opioid treatment classification
3772.07	<b>Ohio Casino Control Commission</b> – Employees of casinos ( <b>DO NOT USE – Ohio Casino Control Commission use only</b> )

4740.061	<b>Ohio Construction Industry license applicants - BCI and FBI</b> check upon application for license; results must go directly to the Ohio State Construction Industry Board. <b>(Results to be sent electronically via Direct Copy)</b>
121.08	<b>Ohio Department of Commerce</b> – Includes real estate appraisers, loan officers, mortgage brokers, liquor and fireworks licensing. Must be mailed to the specific unit at the Ohio Department of Commerce. <b>(Except for Liquor Control - those Results are to be sent electronically via Direct Copy)</b>
3905.051	<b>Ohio Department of Insurance</b> – Resident License as Insurance Agent or Surety Bail Bond Agent. <b>(Results to be sent electronically via Direct Copy)</b>
3770.02	<b>Ohio Lottery Commission</b> - Ohio Lottery Commission typically conducts its own background checks <b>(Results to be sent electronically via Direct Copy)</b>
4755.70	<b>Ohio OT, PT and AT Board</b> – license to practice as a Physical or Occupational Therapist/Assistant or Athletic Trainer
4779.091	<b>Ohio OT, PT and AT Board</b> – license to practice Orthotics, Prosthetics, or Pedorthics
3769.03	<b>Ohio Racing Commission-</b> FBI only for owners all others BCI and FBI required. <b>(Results to be sent electronically via Direct Copy)</b>
113.041	<b>Ohio Treasurer of State Employees</b> – Background checks conducted only by Ohio Treasurer of State.
2151.86	<p><b>Out of Home Child Care (Foster Parents, Adoptive Parents and all individuals 18 and over residing in home, and Children's Hospitals)</b></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> <p>Employees of any Children's Hospital as defined in ORC 2151.86(I)(1)(a-c)</p>

4776.02	<b>Pain Management Clinic Owner/Employee</b>
173.41	<b>Passport Program – Ohio Department of Aging</b> community based long-term continuous care.
4729.071	<b>Pharmacy Board License applicants</b> - BCI and FBI check upon application for license; results must go directly to the State of Ohio Board of Pharmacy. <b>(Results to be sent electronically via Direct Copy)</b>
4729.42	<b>Pharmacy Technicians</b> – BCI and FBI check for employees and potential employees, and for students enrolled in a Pharmacy Technician training program 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.
4731.531	<b>Podiatric medicine and surgery certificate applicants</b>
3301.541	<b>Preschool Programs</b>
4749.06	<b>Private Investigators/Security Guards</b> – For Class A, B and C licensing when individual intends to carry a firearm; Both BCI and FBI check required; results must be sent directly to the Ohio Department of Public Safety. <b>(Results to be sent electronically via Direct Copy)</b>
109.578	<b>Prospective Firefighters/Volunteer Firefighters/EMT Applicants</b>
4732.091	<b>Psychology Board license applicants</b> - BCI and FBI check upon application for license; results must be mailed directly the Ohio State Psychology Board.
PL104.120	<b>Public Housing</b> – Public Housing Agency use ONLY
3319.39	<b>Public School District or Chartered Nonpublic School (includes parochial schools)</b> – All school employees. Both BCI and FBI check required includes teachers, office staff, custodians, cafeteria workers, bus drivers, paid coaches, contractors, central office staff, and other support staff when the results aren't needed for licensure. Does not include School Board members. Volunteers should be printed under the Volunteer for Children's Act.
4729.92	<b>Registration as a Pharmacy Technician Trainee with the Ohio Board of Pharmacy</b>
4729.90	<b>Registration as a Registered or Certified Pharmacy Technician with the Ohio Board of Pharmacy</b>
3319.291	<b>School Employees/Licensure with Ohio Department of Education</b>
4760.032	<b>State Medical Board of Ohio</b> – certificate to practice as an Anesthesiologist Assistant
4731.171	<b>State Medical Board of Ohio</b> – certificate to practice Massage or Cosmetic Therapy

4762.031	<b>State Medical Board of Ohio</b> – certificate to practice as an Oriental Medicine Practitioner or as an Acupuncturist
4774.031	<b>State Medical Board of Ohio</b> – certificate to practice as a Radiologist Assistant
4759.061	<b>State Medical Board of Ohio</b> – initial license as a Dietician
4761.051	<b>State Medical Board of Ohio</b> – initial license as Respiratory Care Professional
4778.04	<b>State Medical Board of Ohio</b> – license to practice as a Genetic Counselor
4731.08	<b>State Medical Board of Ohio</b> – license to practice medicine and surgery or osteopathic medicine or surgery
4730.101	<b>State Medical Board of Ohio</b> – license to practice as a Physician Assistant
4753.061	<b>State Speech and Hearing Professionals Board</b> – initial license for speech-language Pathologists and Audiologists
4747.051	<b>State Speech and Hearing Professionals Board</b> – initial license to practice dealing in or fitting of hearing aids
4725.501	<b>State Vision Professionals Board</b> – Initial license as an Optical Dispenser
4725.121	<b>State Vision Professionals Board</b> – Initial license as an Optometrist
4731.296	<b>Telemedicine Practitioners</b> - BCI and FBI check upon application for license; results must be mailed directly the State Medical Board of Ohio.
4741.10	<b>Veterinary Medical Board License applicants</b> – BCI and FBI check upon application for license; results must be mailed directly to the State of Ohio Veterinary Medical Licensing Board.
NCPA/VCA	<b>Volunteer Children’s Act</b> – 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.
Real ID	<b>Real ID Act</b> - As required by Code of Federal Regulations (CFR) § 37.45, this position has been identified as having the ability to affect the identity information that appears on a driver’s license and/or identification card and is subject to a background check that includes state Bureau of Criminal Investigation (BCI) check, Federal Bureau of Investigation (FBI) check, and the validation of references from prior employment as a condition for employment

