**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 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. For more information regarding the Freedom of Information Act please call the FBI directly at 304-625-3878.

## Authorized Reason Codes:

| Ohio Revised Code Number | Description |
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| 4701.08 | **Accountancy Board License applicants –** BCI and FBI check upon application for initial license; results must be mailed directly to the Accountancy Board of Ohio. |
| 4762.031 | **Acupuncturist Certificate of Registration license** - BCI and FBI check upon application for initial license; results must be mailed directly to the State Medical Board of Ohio. |
| 3722.151 | **Adult Care Facility** – Adult family home or adult group home |
| 4760.032 | **Anesthesiologist Assistant Certificate of Registration License –** BCI and FBI check upon application for initial license; results must be mailed directly to the State Medical Board of Ohio. |
| 311.41 | **Carry Concealed Weapons** – County Sheriff's Office use ONLY |
| 3772.07 | **Casino Commission –** Employees of casinos |
| 4734.202 | **Chiropractic Board License applicants –** BCI and FBI check upon application for license; results must be mailed directly to the Ohio State Chiropractic Board. |
| 5153.111 | **County Public Children Services Board or County Human Services Agency Administering Child Welfare** |
| 4757.101 | **Counselor, Social Worker, and Marriage and Family Therapists Board License applicants -** BCI and FBI check upon application for license; results must be mailed directly to The Ohio CSWMFT Board. |

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| 5104.013 | **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:**<br><br>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.<br><br>Type A or B Family Day Care, including individuals over 18 residing in the Type A or B Family Day Care Home:<br>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. |
| 5104.012 | **Day Care Center, Type A Family Daycare Employees -**<br>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. |
| 4715.101 | **Dental Board License applicants -** BCI and FBI check upon application for license; results must be mailed directly to the Ohio State Dental Board. |
| 4759.061 | **Dietetics Board License applicants -** BCI and FBI check upon application for license; results must be mailed to the Ohio Board of Dietetics. |
| 4717.061 | **Embalmers and Funeral Directors License applicants -** 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 | **Employees of County Board of Developmental Disabilities** |

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| 3734.42 | **Hazardous Waste Environmental Background Investigations – BCI & FBI results must mail directly To** *Attorney General's Office (Environmental), 30 East Broad Street, 25th Floor, Columbus, OH 43215* **ONLY** |
| 3301.32 | **Headstart Agency** |
| 3701.881 | **Homehealth Agency Responsible for Children or Adults (in-home patient care)** |
| 3721.121 | **Home or Adult Daycare Program (nursing home, residential care facility, home for the aging, veterans home)** |
| 3712.09 | **Hospice Care Program** |
| 4123.444 | **Investment Managers and Employees who contract with BWC to invest BWC funds** |
| 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. **Does not include applicants for any type of licensing through the Ohio Department of Public Safety.** |
| 4731.171 | **Massage or Cosmetic Therapists certificate applicants -** BCI and FBI check upon application for license; results must be mailed directly to the State Medical Board of Ohio. |
| 4731.081 | **Medical Board – practice medicine and surgery or osteopathic medicine or surgery –** BCI and FBI check upon application for license; results must be mailed directly to the State Medical Board of Ohio. |
| 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, 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. |
| 4755.70 | **Occupational Therapy, Physical Therapy, and Athletic Trainers Board License applicants -** BCI and FBI check upon application for license; results must be mailed directly to the Ohio State OT/PT/AT Board. |
| 4740.061 | **Ohio Construction Industry license applicants -** BCI and FBI check upon application for license; results must be mailed directly to the Ohio State Construction Industry 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 the Ohio Department of Commerce. |

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| 3905.051 | **Ohio Department of Insurance –** Resident License as Insurance Agent or Surety Bail Bond Agent |
| 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; results must be mailed directly to the State of Ohio Optical Dispensers Board. |
| 113.041 | **Ohio Treasurer of State Employees –** Background checks conducted only by Ohio Treasurer of State. |
| 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; results must be mailed directly to the State of Ohio Optometry Board. |
| 4779.091 | **Orthotics, Prosthetics, and Pedorthics Board License applicants -** BCI and FBI check upon application for license; results must be mailed directly to the Ohio State Board of Orthotics, Prosthetics and Pedorthics. |
| 2151.86 | **Out of Home Child Care (Foster Parents, Adoptive Parents and all individuals 18 and over residing in home, and Children's Hospitals)**<br><br>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.<br><br>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.<br><br>Employees of any Children's Hospital as defined in ORC 2151.86(I)(1)(a-c) |
| 4776.02 | **Owners and Employee's of Pain Management Clinics –** BCI and FBI check. Results for the owner's must be mailed directly to the Ohio Board of Pharmacy. Results for the employee's must be mailed directly to the employer or potential employer. |

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| 173.394 | **Passport Program – Ohio Department of Aging** community based long-term continuous care. |
| 4729.071 | **Pharmacy Board License applicants -** BCI and FBI check upon application for license; results must be mailed directly to the State of Ohio Board of Pharmacy. |
| 4729.42 | **Pharmacy Technicians –** 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. |
| 4730.101 | **Physicians Assistants Certificate applicants -** BCI and FBI check upon application for license and license renewals (every two years); results must be mailed directly to the State Medical Board of Ohio. |
| 4731.531 | **Podiatrists (including surgeons) Certificate applicants -** BCI and FBI check upon application for license; results must be mailed directly to the State Medical Board of Ohio. |
| 3301.541 | **Preschool Programs** |
| 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; results must be sent directly to the Ohio Department of Public Safety electronically via the Direct Copy field of the National WebCheck System. |
| 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; results must be mailed directly the Ohio State Psychology Board. |
| PL1104.12 | **Public Housing –** Public Housing Agency use ONLY |
| 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; results must be mailed directly to the State of Ohio Resiratory Care Board. |
| 4731.296 | **Telemedicine Practitioners -** BCI and FBI check upon application for license; results must be mailed directly the State Medical Board of Ohio. |

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| 4741.10 | **Veterinary Medical Board License applicants –** BCI and FBI check upon application for license; results must be mailed directly to the State of Ohio Veterinary Medical Licensing Board. |
| NCPA/VCA | **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. |
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