

BRING THIS SHEET WITH YOU TO YOUR FINGERPRINTING VENDOR



CRIMINAL RECORDS CHECK REQUIRED FOR INITIAL LICENSURE IN ORTHOTICS, PROSTHETICS, AND PEDORTHICS

- Section 4779.091 of the Ohio Revised Code requires all individuals applying for a license issued by the State Board of Orthotics, Prosthetics, and Pedorthics (the Board) to submit fingerprints for a criminal records check to be completed by the Ohio Bureau of Criminal Identification and Investigation (BCII) and the Federal Bureau of Investigation (FBI).

Applicants residing in Ohio are required to utilize “WebCheck” to electronically submit their fingerprints to BCII. Applicants residing within a one-hour travel (driving time) of Ohio are strongly encouraged to utilize “WebCheck.” The Board will typically receive “no hit” results of a criminal records check submitted via “WebCheck” within 7 business days. A report with a legal history to consider may take longer, as BCII will seek to confirm adverse data reported and may be required to remove data not subject to verification. In addition to the \$22 BCII fee and \$24 FBI fee, the electronic fingerprinting company may charge its own fee to process the fingerprints. These fees are not controlled by the Board, and may be subject to change. Be sure to contact the vendor you choose (see below) in advance to determine the total fee and form for your payment – a certified check or money order may be required.

Since the law requires applicants for licensure to cause a record check completed by both BCII and FBI to be issued, YOU **MUST** USE THE SERVICES OF A “WEBCHECK” VENDOR THAT PARTICIPATES IN THE “NATIONAL WEBCHECK.” The Sheriff’s offices in all 88 Ohio counties participate in the “National Web Check.” A list of other “WebCheck” vendors in Ohio, arranged by county, is available online at:

<http://www.ohioattorneygeneral.gov/Services/Business/WebCheck/Webcheck-Community-Listing>

You need both the BCI&I and FBI records check for initial licensure. By law, the Board cannot complete the processing of your application until it receives the background check reports from both the BCII and FBI.

Checklist for “WebCheck”

- ❑ 1. Identify a “WebCheck” vendor that participates in the “National WebCheck.”
- ❑ 2. Submit your fee directly to the “WebCheck” vendor. **DO NOT SEND YOUR FINGERPRINTS OR FEE TO THE BOARD.** Contact the vendor you choose in advance to determine the total fee and form for your payment – a certified check or money order may be required. > **BRING THIS NOTICE**<
- ❑ 3. Request that the results from both the BCII and FBI be **DIRECT COPIED** to:

STATE BOARD OF ORTHOTICS, PROSTHETICS & PEDORTHICS
- ❑ 4. List the reason for fingerprinting as: **“STATE BOARD OF ORTHOTICS, PROSTHETICS & PEDORTHICS LICENSE APPLICANT 4779.091”**
- ❑ 5. **Bring with you to the WebCheck vendor:**
 - (a) this notice;
 - (b) a valid form of ID (driver’s license);
 - (c) payment in the appropriate amount in an acceptable form, payable to the vendor.

Instructions for Individuals Residing More than 75 Miles From Ohio

Individuals residing more than 75 miles from Ohio or who are unable to comply with the in-person WebCheck protocol must contact the Board in writing -- by email at bopp@opp.ohio.gov or by fax at 614-387-7347 -- to request that the Board mail to you the appropriate forms (“hard cards”) to have your fingerprints taken at a local law enforcement agency. Any additional instructions will also be mailed.

This notice updated 08.06.2015