

**CRIMINAL RECORDS CHECK PROCEDURES FOR CHILD CARE CENTERS AND TYPE A HOMES**

Please use this form to provide employees with needed information regarding Ohio Bureau of Identification and Investigation (BCII) and Federal Bureau of Investigation (FBI) criminal records checks. Failure to follow the requirements of rules 5101:2-12-26 or 5101:2-13-26 of the Administrative Code will result in the delay or rejection of criminal records checks and additional time and expense to have the checks completed again. Please place this form in the employee's file once the criminal records check has been requested.

**Administrators: Before sending an employee to a WebCheck location please contact that agency and determine the following:**

Hours when agency conducts fingerprint checks	Appointment time <i>(if applicable)</i>
Cost	Payment methods/ Checks made payable To
Documents required	
Address <i>(and directions if needed)</i>	

Information regarding WebCheck addresses and telephone numbers may be found at: [www.webcheck.ag.state.oh.us](http://www.webcheck.ag.state.oh.us) and click on "WebCheck ® Community Listing."

**Information for the WebCheck Agency  
To be completed by the child care program administrator or designee**

Type of records check that is requested *(check one or both)*       BCII       FBI

Reason for BCII criminal records check:      Care, custody or control of children

Reason for FBI criminal records check:      5104.012 and 5104.013

<p><b>Please Note:</b> The criminal records check results must be returned <u>directly to the administrator or the child care program</u>. Results that are returned to the employee will not be accepted.</p>	<p><b>Mail To Address</b> <i>(must be the address of the administrator or child care program)</i></p>
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Signature of WebCheck staff member verifying that the request has been electronically submitted	Date
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**The results of the criminal record check(s) must be on file at the child care program within 30 days of hire. Until these results are received, reviewed and approved by the administrator, the employee may not be left alone with a child or group of children.**

**Administrators: If BCII and FBI results are not on file within 30 days you must contact BCII to determine the status of the request. At least every 30 days until the results are received, you must follow up with BCII to determine the status. This information must be documented below. Contact a BCII representative at (1-877-224-0043 or 740-845-2375)**

Date Request Submitted	Date Results Received	Date BCII Contacted	Name of Contact Person	Status of Request (dates of contact and comments)

If the final criminal records check results have not been received within 120 days, fingerprints must be resubmitted for processing.

This is a sample form that may be used to meet the requirements of 5101:2-12-26 and 5101:2-13-26.