

## **CRIMINAL RECORDS CHECK REQUIRED FOR INITIAL LICENSURE PODIATRIC PHYSICIAN (DPM)**

Chapters 4731 of the Ohio Revised Code requires all individuals applying for a new license or restoring a license with the State Medical Board of Ohio to submit fingerprints for a criminal records check completed by the Ohio Bureau of Criminal Identification and Investigation (BCII) and the Federal Bureau of Investigation (FBI).

**ALL** applicants are required to utilize “WebCheck”, Ohio’s electronic fingerprint system, to electronically submit their fingerprints to BCII. The Board will typically receive the results of criminal records check submitted via “WebCheck” with 7 to 10 business days. In addition to the \$22 BCII fee and \$24 FBI fee, the electronic fingerprinting company/agency will charge an additional handling fee to process the fingerprints.

Since the law requires applicants for licensure to submit a criminal records check completed by both BCII and the FBI, applicants **MUST** use the services of a vendor that participates in the “National WebCheck”. The Sheriff’s offices in most 88 Ohio counties participate in the “National WebCheck”. A list of all “Webcheck” vendors, searchable by county, is available online at:

<http://www.ohioattorneygeneral.gov/Services/Business/WebCheck>

**When locating an electronic fingerprinting site on this web page, please note that you MUST use the services of a vendor that has (BCI and FBI) listed after the vendor’s name.** Only these entities participate in “National WebCheck”. The Board does not endorse or recommend any specific electronic fingerprinting company/agency.

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

### **Steps for “WebCheck”**

1. Identify a “BCI and FBI” vendor that participates in the “National WebCheck”.
2. Submit your fee directly to the vendor. **DO NOT SEND YOUR FINGERPRINTS OR FEE TO THE BOARD.**
3. Request that the criminal records check results from both BCII and FBI be sent directly to:

**State Medical Board of Ohio  
30 E. Broad St., 3<sup>rd</sup> Floor  
Columbus, Ohio 43215-6127**

- Indicate the reason for fingerprinting as: “Required for licensure per ORC 4731.531”.
- List the agency code as **1AB002**.

### **Instructions for Individuals Residing Outside Ohio**

Individuals residing outside Ohio must contact the Board by email at [med.license@med.state.oh.us](mailto:med.license@med.state.oh.us) to request the appropriate forms. The Board will mail the forms needed for your fingerprints to be processed at your local law enforcement agency.