Who is required to get a Background Check?

- A sole proprietor (individual) applicant;
- Any general partner in a partnership;
- Top 5 officers of a Corporation or Limited Liability Company (LLC);
- Those who hold 5% or more shares of stock in a corporation;
- All Limited Liability Company Managing Members, persons holding 5% or more membership or voting interest; and
- The spouse of a sole proprietor, general partner, office holder, 5% or more shareholder, managing member, 5% or more member or 5% or more voting interest holder in a limited liability company who will work on the premises.
- In a Non-Profit Entity, the person responsible for overseeing food and beverage operations.

Who is NOT required to get a Background Check?

- Officers listed on Form DLC 4029 (Non-Profit Entity Disclosure Form)

Where does the Division have the Background Check conducted?

- Through the Ohio Bureau of Criminal Investigation (BCI) in London, Ohio, to determine any arrest or conviction record.
- The local law enforcement authority where the proposed permit is to be located.

How Do I get my fingerprints taken to get a Background Check completed?

An electronic WebCheck can be conducted at:

1. Any of the authorized businesses listed on page 2 of this form. These businesses are familiar with how to properly process background checks for liquor permit applications.
3. Any *City/Township Police or *County Sheriff Department. Indicate Reason Code 4303.29 (A).

*You must instruct the WebCheck agency to submit the BCI results electronically to the Division.

BCI Requirements & Fees:

- Applicants residing in the State of Ohio must have their fingerprints taken electronically at an authorized Ohio WebCheck location. At the WebCheck location you will be required to pay the BCI background check fee of $22.00, and each company charges an additional service fee which varies by location. The Division recommends contacting the business to determine the exact cost per WebCheck. If using a WebCheck agency not listed on the attached form, you must direct the agency to submit the BCI results electronically to the Division. Reason Code 4303.29(A)
- Applicants residing outside the State of Ohio, who are not able to visit an Ohio WebCheck location, must complete a paper fingerprint card (available by contacting the Division at (614) 644-2360). They must also download and complete a "Request for Exemption from Electronic Fingerprint Submission Requirement" form, and indicate "Ohio Division of Liquor Control" under the "EMPLOYER or LICENSING AGENCY" section. To determine the basis for your exemption, please download the Request for Exemption Information Sheet. The completed Fingerprint Card, Exemption Form & $22 for each applicant must be returned to the Division of Liquor Control at 6606 Tussing Rd., Reynoldsburg, OH 43068.
BACKGROUND CHECK BUSINESSES

Note: This list is also available on our website at [www.com.ohio.gov/liqr](http://www.com.ohio.gov/liqr).

1) AAA Background Checks  
Worthington - (614) 885-0980  
[aaabackgroundcheck.net](http://aaabackgroundcheck.net)

2) Accurate Investigative Services  
Akron - (330) 253-1288  
Twinsburg - (330) 963-6674  
[www.accurate-detective.com](http://www.accurate-detective.com) or  
[www.domestic-investigations.com](http://www.domestic-investigations.com)

3) Advanced Fingerprinting Services LLC  
Bowling Green - (419) 806-4365  
Cuyahoga County - (216) 236-6148  
Marietta - (740) 706-1557  
Mifflin - (513) 965-0161  
[www.afsfingerprinting.com](http://www.afsfingerprinting.com)

4) Affirmatrace Background Solutions LLC  
Columbus - (614) 818-9392 OR (877) 746 5772  
[www.affirmatrace.com](http://www.affirmatrace.com)

5) Affordable Fingerprinting, LLC  
Columbus – (614) 868-0403  
(By Appointment Only)

6) Akron Urban League  
(330) 434-3101  
[www.akronurbanleague.org](http://www.akronurbanleague.org)

7) Ameriresearch Background Alliance  
Ashtabula - 1-800-569-6133  
[www.americanbqa.com](http://www.americanbqa.com)

8) Background Management Solutions LLC  
Akron - (330) 376-1805

9) Biometric Information Management LLC  
Hilliard OR Dublin Area Location - (614) 456-1296  
Sarasota, FL - (941) 955-8400  
(By Appointment Only)

10) Bowsher License Bureau #15  
(419) 229-9888

11) Columbus Police Department  
Columbus – (614) 645-4696

12) Confidential Solutions, Inc.  
Lakewood - (216) 228-3994  
Akron - (330) 253-5188

13) Copeland Oaks  
Sebring - (330) 938-1502

14) Corporate Investigative Services, Inc.  
North Olmsted - (440) 614-0100  
OR 1-800-899-1173

15) Corporate Screening Services, Inc.  
Cleveland - 1-800-229-8606  
OR (440) 816-0500  
[www.corporatescreening.com](http://www.corporatescreening.com)

16) Ellet License Services  
Akron – (330) 733-8688  
[ohiolicense@aol.com](mailto:ohiolicense@aol.com)

17) Fast fingerprints – a National Background Check, Inc., Company  
-Columbus, Dayton, Cincinnati, Toledo, Cleveland & Northern Ohio areas - 1-877-932-2435  
[www.fastfingertips.com](http://www.fastfingertips.com)

18) Integrity Verifications, Inc.  
Cleveland – (440) 886-0900  
Medina – (330) 725-3866  
[www.integrityverifications.com](http://www.integrityverifications.com)

19) Imperative Defense, LLC  
Canal Winchester - (614) 548-0309, Ext. 101  
[www.imperativedefenses.com](http://www.imperativedefenses.com)

20) Master Security, Inc.  
Youngstown – (330) 746-4448  
[www.mastersecurityinc.com](http://www.mastersecurityinc.com)

21) Mobile Fingerprinting Solutions  
Pickerington – 614-321-2182  
[www.moblefingerprintingsolutions.com](http://www.moblefingerprintingsolutions.com)

22) Nationwide Background Checks  
Commercial Point – (614) 877-3357  
[www.mynwbc.com](http://www.mynwbc.com)

23) On Demand Drug Testing and Work Solutions  
Austintown – 330-270-3660  
[www.info@ondemanddrugtesting.com](mailto:www.info@ondemanddrugtesting.com)

24) PrintChek LLC  
Lewis Center – (740) 548-9555  
Columbus – (614) 989-7584  
[www.PrintChek.com](http://www.PrintChek.com)

25) Refcheck Information Services, Inc.  
Hilliard – (614) 777-8844

26) SafeGuard Background Screening  
Cleveland – 1-877-700-7345  
[www.safeguardcertify.com](http://www.safeguardcertify.com)

27) Sandusky License Bureau  
Sandusky – (419) 625-1983

28) Secure Check Inc.  
Columbus – (614) 252-7300

29) Security Hut, Inc.  
Lakewood – (216) 226-0461

30) Statewide Identification Services  
Cuyahoga Falls License Bureau  
(330) 929-6469

31) The Pre-Check Company  
Akron – (330) 645-0411  
Cleveland – (216) 398-0349  
Toledo – (419) 517-1027  
Westlake – (216) 226-7700

32) TraceBack Screening  
Mentor – (440) 510-0330  
[www.tracebackscreening.com](http://www.tracebackscreening.com)

33) Van Wert License Bureau  
Van Wert – (419) 238-9399

34) Young Enterprise Solutions Inc.  
Amherst – (440) 988-0339