

# Ohio Department of Commerce - Division of Liquor Control

## BACKGROUND CHECK INFORMATION

In the processing of a liquor permit application, the Division of Liquor Control conducts a thorough investigation of the individuals involved, through a fingerprint background check. A background check is required from any individual applicant, any partner in a partnership, all officers and five percent or more stockholders in a corporation, and all Limited Liability Company Managing Members, persons holding 5% or greater membership or voting interest, corporate/LLC officers, as well as the spouse of a sole proprietor or partnership whom will work on the premises.

A background check is conducted through the Ohio Bureau of Criminal Identification and Investigation (BCI&I) in London, Ohio for any arrest or conviction record, as well as to the local law enforcement authority where the proposed permit is to be located for a similar records check. The fee to process a Civilian Background Check is \$22.00, plus any additional processing fee charged by the WebCheck Agency.

### ***HOW DO I GET MY FINGERPRINTS TAKEN?***

Effective July 1, 2008, the Ohio Bureau of Identification and Investigation ("BCI&I") will no longer accept paper fingerprint cards to process a Civilian Background Check for persons residing in the State of Ohio. Fingerprint background checks for Ohio residents must be done electronically through BCI&I's Web Check system.

Paper fingerprint cards will continue to be accepted and processed for Civilian Background Checks of individuals residing outside the State of Ohio. In such cases, the paper fingerprint cards will be provided by the Division upon request of the applicant by contacting (614) 644-2360. You **must** include with each Civilian Identification Card a completed "[Request for Exemption from Electronic Fingerprint Submission Requirement](#)" form from the Ohio Attorney General's Office. When completing this form, in order to determine the basis for your exemption please see their [Request for Exemption Information Sheet](#). The completed Fingerprint Card & Exemption Form must be **returned to the Division of Liquor Control at 6606 Tussing Rd., Reynoldsburg, OH 43068-9005**.

An electronic background check can be completed by one of the independent companies listed on the reverse side of this form approved and authorized by the Division of Liquor Control to perform your electronic fingerprint. These companies charge a minimal processing fee in addition to the BCI&I fee for this service.

# INDEPENDENT OHIO BACKGROUND COMPANIES

**Note: Information provided below, may change without notice.**

Please visit our website at [www.com.ohio.gov/liqr](http://www.com.ohio.gov/liqr) to see our most current list of authorized providers

- 1) Absolute Background Check  
Fairview Park - (440) 799-3644  
[www.absolutebackgroundcheck.net](http://www.absolutebackgroundcheck.net)
- 2) Accurate Investigative Services  
Akron - (330) 836-1288  
Brunswick - (330) 225-5588  
Twinsburg - (330) 963-6674
- 3) Advanced Fingerprinting Services LLC  
Bowling Green - (419) 806-4365  
[www.afsfingerprinting.com](http://www.afsfingerprinting.com)
- 4) Affordable Fingerprinting, LLC  
Columbus - 614-456-0808
- 5) Amerisearch Background Alliance  
Ashtabula - 1-800-569-6133  
[www.americanbga.com](http://www.americanbga.com)
- 6) Ascertain Screening & Investigations LLC  
Gahanna - (614) 858-0100  
[www.ascertain.si.com](http://www.ascertain.si.com)
- 7) Background Management Solutions LLC  
Akron - (330) 376-1805
- 8) Background Screening Solutions, Inc.  
Worthington - (614) 432-9321
- 9) Biometric Information Management LLC  
Hilliard OR Dublin Area Location  
(614) 791-3220
- 10) Bowsher License Bureau #15  
Lima - (419) 229-9888
- 11) Columbus Police Department  
Columbus - (614) 645-4696
- 12) Confidential Solutions, Inc.  
Lakewood - (216) 228-3394  
Akron - (330) 253-5188
- 13) Copeland Oaks  
Sebring - (330) 938-1502
- 14) Corporate Investigative Services, Inc.  
North Olmsted - (440) 514-0100  
OR 1-800-899-1173
- 15) Corporate Screening Services, Inc.  
Cleveland - 1-800-229-8606  
OR 1-440-816-0500  
[www.corporatescreening.com](http://www.corporatescreening.com)
- 16) Fastfingerprints (a National Background Check, Inc. Co.)  
Locations can be found in the Columbus, Dayton, Cincinnati, Toledo, Cleveland & Northern Ohio areas. For more information please call 1-877-932-2435 OR [www.fastfingerprints.com](http://www.fastfingerprints.com)
- 17) Info Search Solutions  
Akron - (330) 376-1606  
[www.infosearchsolutions.net](http://www.infosearchsolutions.net)
- 18) Integrity Verifications, Inc.  
Cleveland - (440) 886-0900  
Medina - (330) 725-3866  
[www.integrityverifications.com](http://www.integrityverifications.com)
- 19) Master Security, Inc.  
Youngstown - (330) 746-4448  
[www.mastersecurityinc.com](http://www.mastersecurityinc.com)
- 20) Refcheck Information Services, Inc.  
Hilliard - (614) 777-8844
- 21) Secure Check Inc.  
Columbus - (614) 252-7300  
Dayton - (937) 853-2710
- 22) Security Hut, Inc.  
Lakewood - (216) 226-0461
- 23) Statewide Identification Services  
Cuyahoga Falls License Bureau  
(330) 929-6469
- 24) The Pre-Check Company  
Lakewood - (216) 226-7700  
OR 1-800-268-2435
- 25) Young Enterprise Solutions, Inc.  
Amherst, Ohio Location  
(440) 988-0339