



Background Check Process

The Division of Liquor Control requires an applicant to complete two types of background checks during the application process. They are:

1. A local police check using the Division's [Personal History Background Form \(#4121\)](#); and
2. An Ohio Bureau of Criminal Investigation (BCI) fingerprint webcheck, which lists an individual's criminal record. *See process described below.*

The following persons are required to get both background checks completed:

- A sole proprietor (individual) applicant (i.e., liquor permit will be in the name of Jane Doe);
- Any general partner in a partnership (see [Form #4031](#));
- Officers listed in Section C of the Division's [Officer/Shareholder Disclosure Form #4030](#) or Section B of the [Limited Liability Company \(LLC\) Disclosure Form #4032](#);
- Shareholders listed in Section D of [Form #4030](#) who hold 5% or more shares of stock in the corporation;
- Persons listed in Section C of [Form # 4032](#) with a 5% or more membership or voting interest in the LLC, including any managing members;
- A spouse of any of the above identified persons who will work at the permit premises (see *Question # 3 for new applications and Question # 2b for transfer applications*); and
- The person listed in Section C of the Division's [Non-Profit Entity Disclosure Form # 4029](#) who is responsible for overseeing the organization's food and beverage operations.

How do I complete the above background check process?

- **Local Police Check**
 - The Applicant, and persons listed above, submit a signed and completed [Personal History Background Form #4121](#) to the Division. This form is then sent to the applicable local police department to conduct a background investigation and send its results to the Division.
- **BCI WebCheck**
 - The process depends on whether the person needing the check is in Ohio.



- Ohio residents, including persons who can visit an Ohio webcheck location, should go to any:
 - Business listed below as these locations are familiar with how to properly process liquor permit application background checks;
 - Ohio Attorney General [BCI-approved WebCheck location](#); or
 - Ohio City/Township Police or County Sheriff Department.

- Applicants residing outside of Ohio who cannot go to any of the above locations should:
 - Go to the Ohio Attorney General's website and follow the listed [procedures](#).
 - Not forget to complete the [exemption form](#) and include any required payments with your submission.

- Things to know:
 - The Division will receive the results directly from BCI. It is **IMPORTANT** that you send the Division your personal history form and complete the BCI check as soon as possible to avoid any delays in the licensing process.
 - Regardless of what option you choose above, you **MUST** list Reason Code ORC 4303.29(A).
 - Ask the webcheck facility to send the results electronically to the Division. If you are using a printcard at an out of state location, please list the Division's address, listed in the bottom left of this page, in the "where to send the results" box. We will **NOT** accept results directly from Applicants.
 - Pay any applicable fees. Please note that a webcheck location may charge a service fee.
 - In most cases, BCI sends its results electronically to the Division. If you completed the process in Ohio, the Division receives the results within approximately 1 week. Result times may vary for individuals who did not use a webcheck facility.



BACKGROUND CHECK BUSINESSES (last revised 7/23/2021)

Note: This list is also available on our website at www.com.ohio.gov/liqr.

- 1) **AAA Background Checks**
Worthington 614-885-0980
www.aaabackgroundcheck.net
- 2) **Accurate Investigative Services**
Akron 330-253-1288
Twinsburg 330-963-6674
www.accurate-detective.com
- 3) **Affirmatrace Background Solutions LLC**
Columbus 614-818-9392 OR
877-746 5772
www.affirmatrace.com
- 4) **Affordable Fingerprinting, LLC**
Columbus 614-868-0403
(By Appointment Only)
- 5) **Akron Urban League**
330-434-3101
www.akronurbanleague.org
- 6) **Amerisearch Background Alliance**
Ashtabula 800-569-6133
www.americanbqa.com
- 7) **Background Check Specialist, Inc.**
Euclid 1-888-350-2117
www.my-bcs.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 216-228-3394
Akron 330-253-5188
- 13) **Copeland Oaks**
Sebring 330- 938-1502
- 14) **Corporate Investigative Services, Inc.**
North Olmsted 440-614-0100
OR 800-899-1173
- 15) **Corporate Screening Services, Inc.**
Cleveland 800-229-8606
OR 440-816-0500
www.corporatescreening.com
- 16) **Ellet License Services**
Akron 330-733-8688
ohiolicense@aol.com
- 17) **Fast fingerprints – a National Background Check, Inc., Company**
-Columbus, Dayton, Cincinnati,
Toledo, Cleveland & Northern Ohio
areas 877-932-2435
www.fastfingerprints.com
- 18) **High 5 Fingerprinting LLC**
Macedonia 234-808-4555
www.high5.biz
- 19) **Integrity Verifications, Inc.**
Cleveland 440-886-0900
Medina 330-725-3866
www.integrityverifications.com
- 20) **Imperative Defense, LLC**
Canal Winchester
614-548-0309, Ext. 101
www.imperativedefense.com
- 21) **Master Security, Inc.**
Youngstown 330-746-4448
www.mastersecurityinc.com
- 22) **Mobile Fingerprinting Solutions**
Pickerington 614-321-2182
www.mobilefingerprintingsolutions.com
- 23) **Nationwide Background Checks**
Commercial Point 614-877-3357
www.mynwbc.com
- 24) **On Demand Drug Testing and Work Solutions**
Austintown 330-270-3660
www.ondemanddrugtesting.com
- 25) **PrintChek LLC**
Lewis Center 740-548-9555
Columbus 614-989-7584
www.PrintChek.com
- 26) **Refcheck Information Services, Inc.**
Dublin 614-656-1165, x13
800-510-4010
www.refcheck.com
- 27) **SafeGuard Background Screening**
Cleveland 877-700-7345
www.safeguardcertify.com
- 28) **Sandusky License Bureau**
Sandusky 419-625-1983
- 29) **Secure Check Inc.**
Columbus 614-252-7300
Dayton 937-853-2710
- 30) **Security Hut, Inc.**
Lakewood 216-226-0461
- 31) **Statewide Identification Services**
Cuyahoga Falls License Bureau
330-929-6469
- 32) **TraceBack Screening**
Mentor – (440) 510-0330
www.tracebackscreening.com
- 33) **Van Wert License Bureau**
Van Wert 419-238-9399
- 34) **Young Enterprise Solutions Inc.**
Amherst 440-988-0339