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.
- Do 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 2/22/2021)

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.americanbga.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) Eliet License Services
    Akron 330-733-8888
    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 234-898-4555
    www.high5.biz

19) Integrity Verifications, Inc.
    Cleveland 440-886-0900
    Medina 330-725-3966
    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) The Pre-Check Company
    Akron 330-645-0411
    Cleveland 216-398-0349
    Toledo 419-517-1027
    Westlake 216-226-7700

33) TraceBack Screening
    Mentor – (440) 510-0330
    www.tracebackscreening.com

34) Van Wert License Bureau
    Van Wert 419-238-9399

35) Young Enterprise Solutions Inc.
    Amherst 440-988-0339

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