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

1) AAA Background Checks
   Worthington 614-685-0980
   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)
   www.africancertify.com

5) Akron Urban League
   330-434-3101
   www.akronurbanleague.org

6) Amerisearch Background Alliance
   Ashtabula 800-569-6133
   www.americanbga.com

7) Background Management Solutions LLC
   Akron 330-376-1805

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

9) Bowsher License Bureau #15
   419-229-9888

10) Columbus Police Department
    Columbus 614-645-4696

11) Confidential Solutions, Inc.
    Lakewood 216-228-3394
    Akron 330-253-5188

12) Copeland Oaks
    Sebring 330-938-1502

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

14) Corporate Screening Services, Inc.
    Cleveland 800-229-8606
    OR 440-816-0500
    www.corporatescreening.com

15) Ellet License Services
    Akron 330-733-8888
    ohiolicense@aol.com

16) Fast fingerprints – a National Background Check, Inc., Company
    -Columbus, Dayton, Cincinnati, Toledo, Cleveland & Northern Ohio areas 877-932-2435
    www.fastfingerprints.com

17) Integrity Verifications, Inc.
    Cleveland 440-886-0900
    Medina 330-725-3866
    www.integrityverifications.com

18) Imperative Defense, LLC
    Canal Winchester
    614-548-0309, Ext. 101
    www.imperativedefense.com

19) Master Security, Inc.
    Youngstown 330-746-4448
    www.mastersecurityinc.com

20) Mobile Fingerprinting Solutions
    Pickerington 614-321-2182
    www.mobilefingerprintingsolutions.com

21) Nationwide Background Checks
    Commercial Point 614-577-3357
    www.mynwbc.com

22) On Demand Drug Testing and Work Solutions
    Austintown 330-270-3660
    www.ondemanddrugtesting.com

23) PrintChek LLC
    Lewis Center 740-548-9555
    Columbus 614-989-7584
    www.PrintChek.com

24) Refcheck Information Services, Inc.
    Dublin 614-656-1165, x13
    800-516-4010
    www.refcheck.com

25) SafeGuard Background Screening
    Cleveland 877-700-7345
    www.safeguardcertify.com

26) Secure Check Inc.
    Columbus 614-252-7300
    Dayton 937-853-2710

27) Security Hut, Inc.
    Lakewood 216-226-0461

28) The Pre-Check Company
    Akron 330-645-0411
    Cleveland 216-389-0349
    Toledo 419-517-1027
    Westlake 216-226-7700

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

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

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

DLC4191   EOE/ADA Service Provider   For TTY Users Dial 1-800-750-0750   Rev. 04/10/2018
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