



### 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.
2. Any \*BCI-approved WebCheck agency listed on the Ohio Attorney General's website at [www.ohioattorneygeneral.gov](http://www.ohioattorneygeneral.gov). *Indicate Reason Code 4303.29 (A)*
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 INFORMATION

## 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  
[www.aaabackgroundcheck.net](http://www.aaabackgroundcheck.net)
- 2) **Accurate Investigative Services**  
Akron 330-253-1288  
Twinsburg 330-963-6674  
[www.accurate-detective.com](http://www.accurate-detective.com)
- 3) **Affirmatrace Background Solutions LLC**  
Columbus 614-818-9392 OR  
877-746 5772  
[www.affirmatrace.com](http://www.affirmatrace.com)
- 4) **Affordable Fingerprinting, LLC**  
Columbus 614-868-0403  
(By Appointment Only)
- 5) **Akron Urban League**  
330-434-3101  
[www.akronurbanleague.org](http://www.akronurbanleague.org)
- 6) **Amerisearch Background Alliance**  
Ashtabula 800-569-6133  
[www.americanbga.com](http://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](http://www.corporatescreening.com)
- 15) **Ellet License Services**  
Akron 330-733-8688  
[ohiolicense@aol.com](mailto: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](http://www.fastfingerprints.com)
- 17) **Integrity Verifications, Inc.**  
Cleveland 440-886-0900  
Medina 330-725-3866  
[www.integrityverifications.com](http://www.integrityverifications.com)
- 18) **Imperative Defense, LLC**  
Canal Winchester  
614-548-0309, Ext. 101  
[www.imperativedefense.com](http://www.imperativedefense.com)
- 19) **Master Security, Inc.**  
Youngstown 330-746-4448  
[www.mastersecurityinc.com](http://www.mastersecurityinc.com)
- 20) **Mobile Fingerprinting Solutions**  
Pickerington 614-321-2182  
[www.mobilefingerprintingsolutions.com](http://www.mobilefingerprintingsolutions.com)
- 21) **Nationwide Background Checks**  
Commercial Point 614-877-3357  
[www.mynwbc.com](http://www.mynwbc.com)
- 22) **On Demand Drug Testing and Work Solutions**  
Austintown 330-270-3660  
[www.ondemanddrugtesting.com](http://www.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.**  
Dublin 614-656-1165, x13  
800-510-4010  
[www.refcheck.com](http://www.refcheck.com)
- 26) **SafeGuard Background Screening**  
Cleveland 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  
Dayton 937-853-2710
- 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