



# BACKGROUND CHECK INFORMATION

Ohio Department of Commerce  
Division of Liquor Control  
6606 Tussing Road  
Reynoldsburg, OH 43068  
614-644-2360

## 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.**



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## 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  
[aaabackgroundcheck.net](http://aaabackgroundcheck.net)
- 2) **Accurate Investigative Services**  
Akron - (330) 253-1288  
Twinsburg - (330) 963-6674  
[www.accurate-detective.com](http://www.accurate-detective.com) or  
[www.domestic-investigations.com](http://www.domestic-investigations.com)
- 3) **Advanced Fingerprinting Services LLC**  
Bowling Green - (419) 806-4365  
Cuyahoga County - (216) 236-6148  
Marietta - (740) 706-1557  
Milford - (513) 965-0161  
[www.afsfingerprinting.com](http://www.afsfingerprinting.com)
- 4) **Affirmatrace Background Solutions LLC**  
Columbus - (614) 818-9392 OR  
(877) 746 5772  
[www.affirmatrace.com](http://www.affirmatrace.com)
- 5) **Affordable Fingerprinting, LLC**  
Columbus - (614) 868-0403  
(By Appointment Only)
- 6) **Akron Urban League**  
(330) 434-3101  
[www.akronurbanleague.org](http://www.akronurbanleague.org)
- 7) **Amerisearch Background Alliance**  
Ashtabula - 1-800-569-6133  
[www.americanbga.com](http://www.americanbga.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 1-800-899-1173
- 15) **Corporate Screening Services, Inc.**  
Cleveland - 1-800-229-8606  
OR (440) 816-0500  
[www.corporatescreening.com](http://www.corporatescreening.com)
- 16) **Ellet License Services**  
Akron - (330) 733-8688  
[ohiolicense@aol.com](mailto:ohiolicense@aol.com)
- 17) **Fast fingerprints – a National Background Check, Inc., Company**  
-Columbus, Dayton, Cincinnati,  
Toledo, Cleveland & Northern Ohio  
areas - 1-877-932-2435  
[www.fastfingerprints.com](http://www.fastfingerprints.com)
- 18) **Integrity Verifications, Inc.**  
Cleveland - (440) 886-0900  
Medina - (330) 725-3866  
[www.integrityverifications.com](http://www.integrityverifications.com)
- 19) **Imperative Defense, LLC**  
Canal Winchester  
(614) 548-0309, Ext. 101  
[www.imperativedefeses.com](http://www.imperativedefeses.com)
- 20) **Master Security, Inc.**  
Youngstown - (330) 746-4448  
[www.mastersecurityinc.com](http://www.mastersecurityinc.com)
- 21) **Mobile Fingerprinting Solutions**  
Pickerington - 614-321-2182  
[www.mobilefingerprintingsolutions.com](http://www.mobilefingerprintingsolutions.com)
- 22) **Nationwide Background Checks**  
Commercial Point - (614) 877-3357  
[www.mynwbc.com](http://www.mynwbc.com)
- 23) **On Demand Drug Testing and Work Solutions**  
Austintown - 330-270-3660  
[www.info@ondemanddrugtesting.com](http://www.info@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.**  
Hilliard - (614) 777-8844
- 26) **SafeGuard Background Screening**  
Cleveland - 1-877-700-7345  
[www.safeguardcertify.com](http://www.safeguardcertify.com)
- 27) **Sandusky License Bureau**  
Sandusky - (419) 625-1983
- 28) **Secure Check Inc.**  
Columbus - (614) 252-7300
- 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