



Background Check Information

Who is required to get a background check?

- A sole proprietor (individual) applicant;
- Any general partner in a partnership;
- Top five officers of a corporation or limited liability company (LLC);
- Those who hold 5% or more shares of stock in a corporation;
- All LLC managing members, persons with five percent or more membership or voting interest; and
- The spouse of a sole proprietor, general partner, office holder, five percent or more shareholder, managing member, five percent or more member or five percent 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) 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. *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 and 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, 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 and \$22 for each applicant must be **returned to the Division of Liquor Control at 6606 Tussing Rd., Reynoldsburg, OH 43068.**



BACKGROUND CHECK BUSINESSES

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) **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.safequardcertify.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