



Department of Commerce

Division of Real Estate &
Professional Licensing

INSTRUCTIONS FOR CRIMINAL RECORDS CHECK

When an initial application for an Ohio home inspector license is filed with the Division, each applicant is required to complete a criminal records check of **both state and FBI records**.

- Electronic fingerprints must be taken by a Webcheck® user (a business, government agency or private entity that provides criminal record check services) approved by the Bureau of Criminal Identification and Investigation (BCI&I).
- Applicants must contact and arrange with a Webcheck® user to have electronic fingerprints taken and submitted to BCI&I using the Webcheck® system. Government issued photo identification should be taken to the Webcheck® location. Some Webcheck® users can only submit fingerprints for a state records check and *not* an FBI records check. Applicants should confirm the Webcheck® user can submit **both state and FBI fingerprints** to BCI&I.

A list of Webcheck® users may be found on the web at:

<https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>

- Ohio Attorney General's Office allows for limited exceptions to providing electronic fingerprints to a Webcheck® user. For those applicants who cannot comply with electronic fingerprints taken by a Webcheck® user, please contact BCI&I at 877-224-0043 to obtain a state fingerprint card and a FBI fingerprint card along with an exemption form. Please consult the exemption form carefully to see if an exception applies. **Please carefully review all BCI&I instructions to ensure proper processing of the applicant's fingerprints.**

Additional information may be found at:

<https://www.ohioattorneygeneral.gov/FAQ/Background-Check-FAQs.aspx> (frequently asked questions)

or obtained from BCI&I at (877) 224-0043 or P.O. Box 365 London, Ohio 43140

- Fingerprints must be provided within ten (10) days after the date of filing of the application, and fingerprints should not be taken before the filing of the application with the Division of Real Estate. Fingerprints must be sent to BCI&I at P.O. Box 365, London, Ohio 43140. Any fingerprints sent directly to the Division of Real Estate will be destroyed, and applicants will be required to complete and submit a new set of fingerprints to BCI&I.
- Applicants must pay all fees associated with the criminal records check at the time the fingerprints are taken.
- **The BCI&I Reason Code is 121.08 & the FBI Reason Code is 121.08.**
- BCI&I must directly send the results (state and FBI criminal records check) to the Division at this address:

**Division of Real Estate and Professional Licensing
77 S High St., 20th Fl.
Columbus, OH 43215**

- **You must use the correct address for the Division to avoid your application being delayed.**
- BCI&I generally submits results to the Division within thirty (30) days of BCI&I's receipts of the fingerprints.
- Failure to timely comply with the criminal records check requirement may result in the denial of an application.



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- The Division is not permitted to send an applicant a copy of their background check. To obtain a copy of your FBI Identification Record, an applicant may send a request to:

**FBI's CJIS Division
Attn: Record Request
1000 Custer Hollow Rd.
Clarksburg, WV 26306**

You are required to provide the following:

- Your written request.
- Payment for a processing fee, either by certified check or money order made payable to the Treasury of the United States, or a credit card. For payment information, refer to www2.fbi.gov/hq/cjisd/fprequest.htm.
- A current, original ten print fingerprint submission (not previously processed) taken by a local law enforcement agency and bearing your **name, date of birth, and place of birth**.

If, after reviewing your record, you believe it is inaccurate or incomplete, you may challenge the record by contacting the agency (or agencies) that originally submitted the information or by sending your challenge to:

**FBI's CJIS Division
Attn: Correspondence Group
1000 Custer Hollow Rd
Clarksburg, WV 26306**

Individuals requesting a Challenge and Review of their Ohio criminal history record, should utilize the following procedure.

- A written request for a challenge & review must be submitted to the Ohio Bureau of Criminal Identification & Investigation, Identification Division. This request must include a brief explanation for the reason the record is being challenged, the individuals name and complete mailing address.
- The individual must be fingerprinted by a law enforcement or criminal justice agency to provide positive identification. All data fields on the fingerprint card must be completely filled out. To ensure expeditious processing the reason fingerprinted data field should contain "Challenge & Review" (There is no fee charge for this service).
- The required items listed above should be mailed together to:

**Ohio Bureau of Criminal Identification & Investigation
Attn: Challenge & Review
PO Box 365
London, Ohio 43140**

Home Inspector Program
77 South High Street
20th Floor
Columbus, Ohio 43215

Anne M. Petit, Superintendent
An Equal Opportunity Employer and Service Provider

614-466-4100
Fax 614-644-0584
TTY/TDD 800-750-0750
com.ohio.gov/real



Department of Commerce

Division of Real Estate & Professional Licensing

Home Inspector License (GF101)

Application Fee: \$250

Please make check or money order made payable to:

OHIO DIVISION OF REAL ESTATE

Mail in application and payment to: Ohio Division of Real Estate 77 S High St., 20th Fl Columbus, OH 43215

FOR DIVISION USE ONLY

Section 1: Applicant Information

Form fields for Section 1: Applicant Information including First Name, Middle Initial, Last Name, Home Address, Social Security Number, City, State, Zip Code, Date Of Birth, Home Phone, Email Address, Year Of High School Graduation/GED, and Legal Status (US Citizen or Legal Alien).

Section 2: Current Company Information

Form fields for Section 2: Current Company Information including Company Name, Doing Business As Name, Business Address, City, State, Zip Code, Employer Identification Number, Ohio Secretary Of State Entity#, Phone Number, Company Business Structure (Corporation, LLC, Partnership, Sole Proprietor), Date Business Opened, and Are You The Owner/Operator Of The Company? (Yes/No).

Section 3: Comprehensive General/Commercial General Liability Insurance

- Please attach a copy of the Certificate of Insurance with this application.
Must not be less than \$100,000 per occurrence & not less than \$300,000 aggregate limit.

Form fields for Section 3: Comprehensive General/Commercial General Liability Insurance including Insurance Provider, Policy Number, Business Address, Phone Number, City, State, Zip Code.

*If you are living in the US, Federal Law [8 USCS 1621], limits the issuance of professional licenses to US citizens or aliens lawfully admitted in the US.

Home Inspector Program 77 South High Street 20th Floor Columbus, Ohio 43215 REPL-19-0002

Anne M. Petit, Superintendent An Equal Opportunity Employer and Service Provider

614-466-4100 Fax 614-644-0584 TTY/TDD 800-750-0750 com.ohio.gov/real Updated 7/9/19

Section 4: Ethical Conduct & Legal History**Please attach to this application any materials or explanations for any questions answered yes.**

<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Have you had a credential to act as a home inspector refused, denied, canceled, surrendered or revoked for any reason in any jurisdiction?
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Have you had any professional or occupational credential disciplined in any way in any jurisdiction?
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Have you been notified that you are under investigation in any jurisdiction?
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Have you ever been refused or denied any professional or occupational credential in any jurisdiction?
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Are you currently the subject of any unsatisfied judgments?
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Excluding minor traffic violations (e.g. speeding tickets), have you ever been convicted of, plead guilty to, or been granted intervention in lieu of, a conviction in any jurisdiction?

Section 5: Applicant Certification

I certify that all information or statements provided in this application and in any attached materials is complete and accurate.

I understand any false information or statements in this application and attached materials may subject me to criminal prosecution and loss of the Ohio home inspector license.

I agree to comply with all requirements found in Ohio Revised Code Chapter 4764 and its corresponding rules and policies. I understand the grounds for any disciplinary action that may be initiated under Ohio Revised Code Chapter 4764.

I certify I am at least 18 years of age, and have graduated high school or received a high school equivalences (GED) as defined in section 4109.06 of the Revised Code.

I am executing this certification voluntarily, knowingly and intelligently and with full knowledge of its significance.

 Print Name

 Signature

 Date

Section 6: Affidavit

I, _____ having been duly sworn and cautioned and for my sworn affidavit state I have had the opportunity to seek legal counsel and obtain representation and/or advice prior to executing this affidavit, and I am executing this affidavit voluntarily, knowingly and intelligently and with full knowledge of its significance. I further state I satisfy at least three out of the eight requirements found below by checking the box next to the corresponding requirements and attesting to the accuracy, completeness, and truthfulness of such. I understand that proof substantiating the requirements may be requested for auditing purposes.

Please check at least three of the below requirements that you have satisfied:

- I have performed at least two hundred home inspections for clients for compensation or other valuable consideration.
- I have successfully passed a national home inspector examination within two years before the date of this application.
- I have actively operated a home inspection business in the State of Ohio for three years prior to April 5, 2019 under a business name officially registered with the Ohio Secretary of State.
- I have been employed as a home inspector for thirty-six (36) consecutive months prior to April 5, 2019 by an inspection company or person whose owner or manager meets the license requirements in found in Ohio Revised Code Chapter 4764.
- I have successfully completed eighty hours of instruction that would qualify as continuing education credit pursuant to Ohio Revised Code Section 4764.08.
- I have a home inspector credential from another jurisdiction that is in good standing to perform the duties of a home inspector and that jurisdiction's requirements for a home inspector credential are substantially similar to the requirements found in Ohio Revised Code Chapter 4764.
- I have prepared at least five home inspection reports that have been verified as being in compliance with standards adopted by a national organization that consists of and represents home inspectors.
- I have completed, not more than one year prior to April 5, 2019, at least one peer review session conducted by a national organization that consists of and represents home inspectors.

Applicant Signature

Sworn to and subscribed before me, a Notary Public, this _____ day of _____, 20 ____.

(NOTARY SEAL)

Signature Of Notary