

PRINT & TAKE THESE INSTRUCTIONS WITH YOU TO A WebCheck® Location

The instructions below are intended for applicants of the Ohio Counselor, Social Worker, and Marriage and Family Therapist Board. If you are not applying for a license under this Board, please contact the appropriate licensing body to request a copy of their instructions. Different licensing Boards will have different procedures.

The Board does not endorse or recommend any specific electronic fingerprinting company/ agency.

BCI and FBI criminal records check are not required for renewal of your existing license.

Carefully following these instructions is very important. The Board recommends that you **print these instructions** and take them with you when you have your fingerprints scanned. For each initial licensure you must complete both the Ohio BCI&I (Bureau of Criminal Identification and Investigation also referred to as BCI) and FBI criminal records checks. By law, the Board cannot complete the processing of your application until it receives both the BCI and FBI background checks.

Where to Have your Fingerprints Done: Go to a WebCheck location in your area, which may include your local police, sheriff's department or department of motor vehicles. Your employer or school may also be a WebCheck® location; ask the background check office to review these instructions. Click on **the link below** to find a WebCheck® location in your area.

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

The Process: Your fingerprints will be scanned and sent electronically to BCI in London, Ohio. BCI completes the state of Ohio (BCI) and Federal (FBI) background checks by comparing fingerprints received against a database of criminal fingerprints to determine if there is a criminal record. BCI then mails the results of both background checks to the CSWMFT Board.

Information You Must Tell the WebCheck Location:

(1) The CSWMFT Board is on "Direct Copy" list. The WebCheck® Location will select **"Social Work Board"** from the Direct Copy drop-down list at the WebCheck® workstation.

(If "Social Work Board " is not on the vendor's Direct Copy List, the vendor must key the Board's name and address into the "mail to" field of their software: CSWMFT Board: 77 South High Street, 24th Floor, Room 2468 Columbus, Ohio 43215-6171. **Direct Copy is preferred as the fastest and most secure method of having your background checks submitted.** You should only ask for background checks to be mailed to the Board if Direct Copy is not available. Please only use Direct Copy when available, and do not elect to have paper copies mailed as a backup)

(2) The WebCheck® location must enter one of the following in the **"Reason for Fingerprinting"** field of their software:

ORC 4757.101 or CSWMFT Board or Required for Licensure

If you have already completed a BCI background check for a different purpose within the last 12 months: Click this link: [Download this Request Form](#) and follow the instructions. This is FREE within the first 30 days of having your prints scanned and \$8 afterwards for up to one year. Note: A copy of your BCI will take approximately 45-60 days to process. BCI cannot send a copy of your previous FBI check; it will need to be repeated.

How Long Will it Take for the Board to Receive the Results? Up to 4-6 weeks if you have a criminal history, 4-5 business days if you do not. Start the process at least one (1) month before you want/expect to be licensed.

If you have had issues in the past with a WebCheck® location capturing quality fingerprints, you should start the process at least three (3) months before you want/expect to be licensed. If your fingerprints are rejected, you will need ink and roll cards to have fingerprints done manually, which takes extra time.

Important Information for You to Know: The CSWMFT Board cannot accept a photocopy or faxed copy of a past BCI or FBI background check. Background checks are only good for one year after receipt by the Board. The Board cannot accept a copy of background check results directly from you, another state, your college, a sheriff/police department or from your place of employment. The reports must come directly to the Board from BCI.

Instructions for Individuals Outside of Ohio:

The instructions below are intended for applicants of the Ohio Counselor, Social Worker, and Marriage and Family Therapist Board. If you are not applying for a license under this Board, please contact the appropriate licensing body to request a copy of their instructions. Different licensing Boards will have different procedures.

Contact the Board by email: cswmft.info@cswb.state.oh.us **Subject Line: CRC** with your mailing address to request the out-of- state packet. The Board will mail the cards so your fingerprints can be taken at your local law enforcement agency.

Out of state background checks can take up to 4 to 6 weeks. If you will be in Ohio before licensure, print these instructions and go to an Ohio WebCheck® location which will be a much faster process.

Requesting a Copy of Your Completed Background Check Reports: A copy of your BCI& FBI background checks is available until a licensure determination is made or up to one year if the application is still pending. Once a licensure determination is made or the background check(s) is one year old when part of a pending application, the documents and any electronic copies will be destroyed. Send an email or written request to the Board and a copy of the BCI & FBI background checks **OR** a certification of the results will be mailed to your home address.

Ohio Bureau of Criminal Identification and Investigation contact information: Call BCI&I if your criminal records checks have taken longer than 3 weeks to be received by the Board at 877-224- 0043 between the hours of 8 a.m. – 4:30 p.m.