



## Out of State Fingerprinting

There are times when a licensed provider will need to register an out-of-state employee. Below are options to consider when seeking fingerprints for an Ohio background check.

### Option #1 - mail-in option (allow for longer processing time):

1. Visit the Ohio Attorney General's [website](https://www.ohioattorneygeneral.gov/Home) at: <https://www.ohioattorneygeneral.gov/Home>
2. Listed under [FORMS](#) on this website, is the option for "BCI Criminal Records and Background Checks." Click this option to locate the [BCI Fingerprint Card](#) and the [FBI Fingerprint Card](#). Both of these forms include procedures and downloadable fingerprint cards. Please follow the procedures precisely. If they are not followed correctly, BCI will send back the application for correction, which will delay the process.
  - o BCI fingerprints are required for all security guard and private investigator registration.
  - o FBI fingerprints are required for the Firearm Bearer (FAB) notation, to carry a firearm while on-duty.
3. Also listed under "BCI Criminal Records and Backgrounds Checks" section, is the [Request for Exemption from Electronic Information Sheet](#). This is required to be printed, filled-out, and mailed back to the address on the form. It should also include the completed BCI Civilian Background Check fingerprint card or the FBI fingerprint card. **Payment should be made to the BCI address on the form and not to PISGS.**
4. To request a hard-copy of the BCI Civilian Background Check fingerprint card or the FBI fingerprint card, or if you have any fingerprinting questions, please call BCI at **(877) 224-0043 option 0**.
5. PISGS encourages you to call BCI at **(877) 224-0043 option 0** to verify that they received your submission.
6. Background check results from this option may take at least 30 days and up to 60 days.

### Option #2 - visit to Ohio:

1. Before traveling to Ohio, visit the Ohio Attorney General's [website](#) to locate a Webcheck facility.
2. Search the site by county or zip code to identify a convenient location.
3. PISGS encourages you to call the identified location and confirm hours of operation before traveling to the location.
4. PISGS offers a fingerprinting [instruction form](#) to download and take to the Webcheck location.
5. Be sure that the results are direct copied to "PISGS - Department of Public Safety" and indicate the reason for the background check is "ORC 4749.06 - Private Investigator/Security Guard."
6. Background check results from this option may typically take at least 30 days or more.