



## ACCOUNTANCY BOARD OF OHIO

77 SOUTH HIGH STREET, 18TH FLOOR  
COLUMBUS, OHIO 43215-6128  
PHONE: 614.466.4135 FAX: 614.466.2628  
ACC.OHIO.GOV

RONALD J. ROTARU, EXECUTIVE DIRECTOR

### CRIMINAL RECORDS CHECK REQUIRED FOR INITIAL LICENSURE OHIO AND OUT-OF-STATE APPLICANTS

Sections 4776.01-4776.04 of the Ohio Revised Code require that all individuals applying for a license issued by the Accountancy Board of Ohio to submit fingerprints for a criminal records check completed by the Ohio Bureau of Criminal Identification and Investigation (BCI) and the Federal Bureau of Investigation (FBI).

**If you live in Ohio, you may use a “WebCheck” vendor to electronically submit your fingerprints to BCI. The information on using an Ohio “Webcheck” vendor is available on the Board’s website. A complete list of “WebCheck” vendors is available online at the following URL:**

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

**When locating an electronic fingerprinting site on the webpage, please note that you must use the services of a vendor that has (BCI & FBI) listed after the vendor’s name.** Only these entities participate in the “National WebCheck.” The Board does not endorse or recommend any specific electronic fingerprinting company.

If you are applying for an Ohio reciprocal CPA certificate, you must submit fingerprints directly to BCI by using fingerprint cards. According to the BCI, criminal records check reports typically take 7-10 days to process. With use of the fingerprint cards, additional delays can occur due to unreadable fingerprints, which require resubmission and processing by BCI.

You need the BCI and FBI records check for initial licensure. By law, the Board cannot complete the processing of your application until it receives the background check reports from BCI and FBI.
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#### Instructions for Using the Fingerprint Cards (Out-of-State candidates only)

1. Take this letter and the enclosed fingerprint cards to a local law enforcement agency in your area for fingerprinting.
2. Complete all the information above the solid blue lines in **BLACK INK**.
3. Write clearly. Unreadable cards are rejected.
4. Do not alter the card or boxes.
5. For the FBI card:
  - a. Employer and Address: Accountancy Board of Ohio, 77 High St 18<sup>th</sup> Fl, Columbus, OH 43215-6128
  - b. Reason Fingerprinted: Required for licensing per ORC 4776.01-4776.04
  - c. Your No. OCA: 1AB002
  - d. Sex: M or F
6. For the Civilian Background Check (BCI) card:
  - a. Send Background Checks to: Accountancy Board of Ohio, 77 S High St 18<sup>th</sup> Fl, Columbus, OH 43215-6128
  - b. Agency Code: 1AB002
  - c. Reason Fingerprinted: Required for licensing per ORC 4776.01-4776.04
7. Payment must be made by certified check, business check, or money order, payable to “Treasurer-State of Ohio.”
8. Complete and send BOTH cards to BCI.

Send the unfolded cards and fee to:

Ohio BCII  
PO Box 365  
London, OH 43140

Folded cards may smear the fingerprints and make them unreadable. **Do not send the fingerprints and fee directly to the Board.**