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

Mike DeWine, Governor
John E. Patterson, Executive Director

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

Sections 4776.01-4776.04 of the Ohio Revised Code requires 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).

To have both of these criminal records checks completed, you must submit fingerprints directly to BCI by using the enclosed fingerprint cards. With use of the fingerprint cards, additional delays can occur due to unreadable fingerprints, which require resubmission and processing by BCI.

Instructions for Using the Enclosed Fingerprint Cards

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 18th Fl, Columbus, OH 43215-6128
    b. Reason Fingerprinted: Required for licensing per ORC 4701.08
    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 18th Fl, Columbus, OH 43215-6128
    b. Agency Code: 1AB002
    c. Reason Fingerprinted: Required for licensing per ORC 4701.08
7. Payment must be made by certified check, business check, money order or personal check, payable to "Treasurer-State of Ohio."
8. Complete and send BOTH unfolded cards and fee to BCI. Folded cards may smear the fingerprints and make them unreadable.

Ohio BCII
PO Box 365
London, OH 43140

Do not send the fingerprint cards or fee directly to the Board.