

FBI Background Checks – Authorized Reason Codes

Notes:

- FBI background checks must only be conducted for the reasons listed below. BCI only has the authority to conduct FBI background checks if authorized state legislation is in place. FBI background checks must not be conducted for individuals applying for positions outside the state of Ohio. If the employer is located outside of Ohio, but the individual will work in Ohio the FBI background check may be conducted.
- The FBI Check does not replace legislative requirements for a BCI background check.
- Background checks must not be distributed to a third party. If conducting a background check for purposes other than your organization, the results must be sent as a “mailto” to the entity that requires the background check. An employer shall not share the results of an FBI background check with another organization under any circumstances. The prospective employee’s written consent/authorization does not waiver this requirement.
- If FBI check is requested for a reason other than the categories listed below, the FBI check would have to be completed under the Identity History Summary Checks (IdHSC) program. The person must be fingerprinted on an FBI fingerprint card (or electronically by an approved FBI channeling agency) and the card must be forwarded to the FBI CJIS division. For more information regarding the IdHSC please call the FBI directly at 304-625-5590 or visit their website at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>

Authorized Reason Codes:

Ohio Revised Code Number	Description
4701.08	Accountancy Board License applicants – BCI and FBI check upon application for initial license; results must be mailed directly to the Accountancy Board of Ohio.
311.41	Carry Concealed Weapons – County Sheriff’s Office use ONLY
4734.202	Chiropractic Board License applicants – BCI and FBI check upon application for license; results must be mailed directly to the Ohio State Chiropractic Board.
CMVSE	CMVSE Act – to be used for individuals that will be applying for licensure as a CDL Examiner. May be used for State or Third-Party Applicants.
5153.111	County Public Children Services Board or County Human Services Agency Administering Child Welfare
4757.101	Counselor, Social Worker, and Marriage and Family Therapists Board License applicants - BCI and FBI check upon application for license; results must go directly to The Ohio CSWMFT Board. (Results to be sent electronically via Direct Copy)
5104.013	Day Care Center Owner, Licensee, Administrator or Employee, Type A Owner or Administrator, Type B Family Day Care Provider - Includes Persons 18 or over residing in the Type A or B Family Day Care Home. Results must go to ODJFS via Direct Copy and may also go to the employer via the Mail To address.
4715.101	Dental Board License applicants - BCI and FBI check upon application for license; results must be mailed directly to the Ohio State Dental Board
4717.061	Embalmers and Funeral Directors License applicants - BCI and FBI check upon application for license; results must be mailed directly to the Ohio State Board of Embalmers and Funeral Directors.
5126.28 (use in lieu of 5123.081)	Employees of County Board of Developmental Disabilities
3734.42	Hazardous Waste Environmental Background Investigations – BCI & FBI results must mail directly To Attorney General’s Office (Environmental), 30 East Broad Street, 25th Floor, Columbus, OH 43215 ONLY
3301.32	Headstart Agency
3701.881	Home Health Agency Responsible for Children or Adults (in-home patient care)
3721.121	Home or Adult Daycare Program (nursing home, residential care facility, home for the aging, veterans home)

3712.09	Hospice Care Program
4123.444	Investment Managers and their Employees who contract with Ohio BWC to invest BWC funds
LAW	Law Enforcement/Criminal Justice – Used only by law enforcement/criminal justice agencies for law enforcement/criminal justice applicants; May also be used for LEADS certification and applicants for law enforcement academies. Includes law enforcement, corrections, courts and any contract staff or informants. Does not include applicants for any type of licensing through the Ohio Department of Public Safety.
4763.05	License or Certificate for General Real Estate Appraisers, Residential Real Estate Appraisers, or Assistant
3796.12	Medical Marijuana – owners, officers and board members of cultivators, processors, and testing labs or dispensaries. Results must go to the Ohio Department of Commerce or the Ohio Board of Pharmacy only.
3796.13	Medical Marijuana – Employee with a cultivator, medical marijuana processor, laboratory or medical marijuana retail dispenser. Results must go to the Ohio Department of Commerce or the Ohio Board of Pharmacy only.
4723.09	Nurses – (RN’s, LPN’s and dialysis technicians) Includes students entering nursing school or applicants to the Ohio Board of Nursing. BCI and FBI check required. For Board licensing, results must be sent directly to the Ohio Board of Nursing electronically via the Direct Copy field of the National WebCheck System. When hiring nursing staff for hospitals and medical facilities, other than a Children’s Hospital, use the Volunteer for Children’s Act
4729.553	Ohio Board of Pharmacy – licensure as a Cat III Distributor of dangerous drugs with an office-based opioid treatment classification
3772.07	Ohio Casino Control Commission – Employees of casinos (DO NOT USE – Ohio Casino Control Commission use only)
4740.061	Ohio Construction Industry license applicants - BCI and FBI check upon application for license; results must go directly to the Ohio State Construction Industry Board. (Results to be sent electronically via Direct Copy)
121.08	Ohio Department of Commerce – Includes real estate appraisers, loan officers, mortgage brokers, liquor and fireworks licensing. Must be mailed to the specific unit at the Ohio Department of Commerce. (Except for Liquor Control - those Results are to be sent electronically via Direct Copy)
3905.051	Ohio Department of Insurance – Resident License as Insurance Agent or Surety Bail Bond Agent. (Results to be sent electronically via Direct Copy)

3770.02	Ohio Lottery Commission - Ohio Lottery Commission typically conducts its own background checks (Results to be sent electronically via Direct Copy)
4755.70	Ohio OT, PT and AT Board – license to practice as a Physical or Occupational Therapist/Assistant or Athletic Trainer
4779.091	Ohio OT, PT and AT Board – license to practice Orthotics, Prosthetics, or Pedorthics
3769.03	Ohio Racing Commission- FBI only for owners all others BCI and FBI required. (Results to be sent electronically via Direct Copy)
113.041	Ohio Treasurer of State Employees – Background checks conducted only by Ohio Treasurer of State.
2151.86	<p>Out of Home Child Care (Foster Parents, Adoptive Parents and all individuals 18 and over residing in home, and Children’s Hospitals)</p> <p>Foster parents are now required to have both a BCI and FBI check upon application for license. Every four years thereafter, a new BCI and FBI check must be submitted. This also applies to all individuals over 18 residing in the home.</p> <p>Adoptive Parents are now required to have both a BCI and FBI check upon initial application for home study. The home study is good for six years. At the 4th year home study update and at expiration (6 years) if they choose to renew their home study. This also applies to all adults residing in the home. For home studies approved prior to the effective date of the rule, the administering agency is required to conduct a BCI and FBI check on each adult residing in the household if the previous check is older than four years. Has to be completed within 60 days of the effective date of the rule.</p> <p>Employees of any Children’s Hospital as defined in ORC 2151.86(I)(1)(a-c)</p>
4776.02	Pain Management Clinic Owner/Employee
173.41	Passport Program – Ohio Department of Aging community based long-term continuous care.
4729.071	Pharmacy Board License applicants - BCI and FBI check upon application for license; results must go directly to the State of Ohio Board of Pharmacy. (Results to be sent electronically via Direct Copy)
4731.531	Podiatric medicine and surgery certificate applicants
3301.541	Preschool Programs

4749.06	Private Investigators/Security Guards – For Class A, B and C licensing when individual intends to carry a firearm; Both BCI and FBI check required; results must be sent directly to the Ohio Department of Public Safety. (Results to be sent electronically via Direct Copy)
109.578	Prospective Firefighters/Volunteer Firefighters/EMT Applicants
4732.091	Psychology Board license applicants - BCI and FBI check upon application for license; results must be mailed directly the Ohio State Psychology Board.
PL104.120	Public Housing – Public Housing Agency use ONLY
3319.39	Public School District or Chartered Nonpublic School (includes parochial schools) – All school employees. Both BCI and FBI check required includes teachers, office staff, custodians, cafeteria workers, bus drivers, paid coaches, contractors, central office staff, and other support staff when the results aren't needed for licensure. Does not include School Board members. Volunteers should be printed under the Volunteer for Children's Act.
4763.06	Real Estate Appraiser Certificate, Registration or License Renewal
4729.92	Registration as a Pharmacy Technician Trainee with the Ohio Board of Pharmacy
4729.90	Registration as a Registered or Certified Pharmacy Technician with the Ohio Board of Pharmacy
3319.291	School Employees/Licensure with Ohio Department of Education
124.74	State Employee or prospective employee, Contractor of a State Agency, Board or Commission or a Contractor, Employee or Prospective Employee of a Board of County Commissioners or a County Department of Job and Family Services, Child Support Enforcement Agency or Public Children Services Agency with access to Federal Tax Information – Results must go directly to the state or county agency, department, board, or commission where the applicant will be working
4760.032	State Medical Board of Ohio – certificate to practice as an Anesthesiologist Assistant
4731.171	State Medical Board of Ohio – certificate to practice Massage or Cosmetic Therapy
4762.031	State Medical Board of Ohio – certificate to practice as an Oriental Medicine Practitioner or as an Acupuncturist
4774.031	State Medical Board of Ohio – certificate to practice as a Radiologist Assistant
4759.061	State Medical Board of Ohio – initial license as a Dietician

4761.051	State Medical Board of Ohio – initial license as Respiratory Care Professional
4778.04	State Medical Board of Ohio – license to practice as a Genetic Counselor
4731.08	State Medical Board of Ohio – license to practice medicine and surgery or osteopathic medicine or surgery
4730.101	State Medical Board of Ohio – license to practice as a Physician Assistant
4753.061	State Speech and Hearing Professionals Board – initial license for speech-language Pathologists and Audiologists
4747.051	State Speech and Hearing Professionals Board – initial license to practice dealing in or fitting of hearing aids
4725.501	State Vision Professionals Board – Initial license as an Optical Dispenser
4725.121	State Vision Professionals Board – Initial license as an Optometrist
4731.296	Telemedicine Practitioners - BCI and FBI check upon application for license; results must be mailed directly the State Medical Board of Ohio.
4741.10	Veterinary Medical Board License applicants – BCI and FBI check upon application for license; results must be mailed directly to the State of Ohio Veterinary Medical Licensing Board.
NCPA/VCA	Volunteer Children’s Act – This federal legislation is to be used in the absence of state legislation for individuals working with or volunteering to work with children, the elderly or individuals with disability. This should be used where state legislation does not exist and the individual may have unsupervised access with the individuals mentioned. Examples include: church volunteers, school volunteers, boy and girl scout leaders, etc.; medical personnel when the medical establishment has determined that it will conduct FBI checks on prospective employees and where state legislation does not provide them the authority to do so.
Real ID	Real ID Act - As required by Code of Federal Regulations (CFR) § 37.45, this position has been identified as having the ability to affect the identity information that appears on a driver’s license and/or identification card and is subject to a background check that includes state Bureau of Criminal Investigation (BCI) check, Federal Bureau of Investigation (FBI) check, and the validation of references from prior employment as a condition for employment