



Ohio Department of Commerce Medical Marijuana Control Program

FAQ:Criminal Background Check

When must the BCI&I and FBI criminal records checks be complete?

- Fingerprints must be submitted to the WebCheck vendor at the time the applicant submits the change of ownership application.
- Results must be received by the Department in order for the change of ownership application to be complete for review. The Department is not responsible for delays in receiving criminal records check results. The Department highly recommends submitting for a criminal records check as soon as possible.

How are the results submitted to the Department? Can I submit results from a previous criminal records check with my application?

- A criminal records check must be submitted to BCI&I by a WebCheck vendor. If you have had a criminal records check in Ohio in the last 12 months, you may be eligible to request an update. Please refer to <http://www.ohioattorneygeneral.gov/FAQ/Background-Check-FAQs.aspx> for further information.

What codes do I provide to the vendor to use when performing the criminal records check?

- The appropriate codes are 3796.12. If for some reason this code does not appear, the vendor may select "other," and fill in "3796.12."

What is the procedure for out-of-state residents to complete a criminal records check?

- Out-of-state applicants can find information on the procedure here: <http://www.ohioattorneygeneral.gov/FAQ/Background-Check-FAQs.aspx>.

Who must submit to a criminal records check?

- An administrator or other person responsible for the daily operation of a cultivator, an owner or prospective owner, officer or prospective officer, or board member or prospective board member of the cultivator, or other person who may significantly influence or control the activities of the licensee must complete a criminal records check pursuant to rules promulgated by the Department of Commerce (O.R.C. 3796.12).
- All employees must apply for and be issued an employee identification card by the Department prior to performing any work for a licensed cultivator. A criminal records check is required for the issuance of an employee identification card. Employee licensure will begin after the issuance of provisional licenses.

If an individual submits a criminal records check with an application, and is found to have a disqualifying offense, will the remaining members of the applying entity be allowed to amend the application without that individual? Or will the application be denied.

- The change of ownership could be denied.