



**STATE OF  
OHIO**  
BOARD OF PHARMACY



## **QUICK REFERENCE GUIDE: EMPLOYEE BACKGROUND CHECKS**

**Updated 6/25/2019**

Pursuant to section [3796.12](#) of the Revised Code; Rule [3796:6-2-07](#) (Associated Key Employees & Key Employees) and [3796:6-2-08](#) (Support Employees) of the Administrative Code, all Ohio Medical Marijuana Control Program dispensary employees must submit fingerprints to the Ohio Bureau of Criminal Identification and Investigation (BCI&I) for a BCI&I and Federal Bureau of Investigation (FBI) criminal records check.

Criminal record checks may be submitted in one of two ways:

1. In Ohio, submit your electronic fingerprint impression at a WebCheck Provider which must be located in Ohio. The appropriate code to be entered by a WebCheck vendor:

- **3796.12**
- If requested, list agency code as: **1AB002**

Alternatively, the vendor may select "other", and enter "3796.12."

**Please ensure that you request the results to be sent electronically to the State of Ohio Board of Pharmacy.**

2. If you are applying out-of-state, you may request fingerprint cards (each individual will need two – one for BCI&I and one for FBI) and take them to your local law enforcement agency to submit ink fingerprint impressions. Fingerprint cards may be ordered from BCI&I by calling (877) 224-0043. Please note that the submission of fingerprint cards by individuals who are out-of-state may cause the background check to take up to eight weeks. All individuals are encouraged to submit electronic fingerprint impressions at an Ohio WebCheck provider when possible.

All fingerprint cards and two checks (a \$22.00 check for BCI&I and a \$25.25 check for FBI), both made out to "Treasurer, State of Ohio," must be mailed to:

**Ohio Bureau of Criminal Identification and Investigation  
PO Box 365  
London, Ohio 43140**