

Ohio Department of Commerce - Division of Liquor Control

BACKGROUND CHECK INFORMATION

In the processing of a liquor permit application, the Division of Liquor Control conducts a thorough investigation of the individuals involved, through a fingerprint background check. A background check is required from any individual applicant, any partner in a partnership, all officers and five percent or more stockholders in a corporation, and all Limited Liability Company Managing Members, persons holding 5% or greater membership or voting interest, corporate/LLC officers, as well as the spouse of a sole proprietor or partnership whom will work on the premises.

A background check is conducted through the Ohio Bureau of Criminal Identification and Investigation (BCI&I) in London, Ohio for any arrest or conviction record, as well as to the local law enforcement authority where the proposed permit is to be located for a similar records check. The fee to process a Civilian Background Check is \$22.00, plus any additional processing fee charged by the WebCheck Agency.

HOW DO I GET MY FINGERPRINTS TAKEN?

Effective July 1, 2008, the Ohio Bureau of Identification and Investigation (“BCI&I”) will no longer accept paper fingerprint cards to process a Civilian Background Check for persons residing in the State of Ohio. Fingerprint background checks for Ohio residents must be done electronically through BCI&I’s Web Check system.

Paper fingerprint cards will continue to be accepted and processed for Civilian Background Checks of individuals residing outside the State of Ohio. In such cases, the paper fingerprint cards will be provided by the Division upon request of the applicant by contacting (614) 644-2360. You **must** include with each Civilian Identification Card a completed “[Request for Exemption from Electronic Fingerprint Submission Requirement](#)” form from the Ohio Attorney General’s Office. When completing this form under the “EMPLOYER or LICENSING AGENCY:” section please indicate “Ohio Division of Liquor Control”, and in order to determine the basis for your exemption please see the [Request for Exemption Information Sheet](#). The completed Fingerprint Card & Exemption Form must be **returned to the Division of Liquor Control at 6606 Tussing Rd., Reynoldsburg, OH 43068-9005.**

An electronic background check can be completed by one of the independent companies listed on the reverse side of this form approved and authorized by the Division of Liquor Control to perform your electronic fingerprint. These companies charge a minimal processing fee in addition to the BCI&I fee for this service.

INDEPENDENT OHIO BACKGROUND COMPANIES

Note: Information provided below, may change without notice.

Please visit our website at www.com.ohio.gov/liqr to see our most current list of authorized providers

- 1) Absolute Background Check
Fairview Park - (440) 799-3644
www.absolutebackgroundcheck.net
- 2) Accurate Investigative Services
Akron - (330) 253-1288
Twinsburg - (330) 963-6674
accurate-detective.com &
domestic-investigations.com
- 3) Advanced Fingerprinting Services LLC
Bowling Green - (419) 806-4365
Cuyahoga County - (216) 236-6148
Marietta - (740) 706-1557
Milford - (513) 965-0161
www.afsfingerprinting.com
- 4) Affirmatrace Background Solutions LLC
Columbus - (614) 818-9392 OR
(877) 746 5772
www.affirmatrace.com
- 5) Affordable Fingerprinting, LLC
Columbus - 614-456-0808
- 6) Amerisearch Background Alliance
Ashtabula - 1-800-569-6133
www.americanbga.com
- 7) Ascertain Screening & Investigations LLC
Gahanna - (614) 858-0100
www.ascertain.si.com
- 8) Background Management Solutions LLC
Akron - (330) 376-1805
- 9) Background Screening Solutions, Inc.
Worthington - (614) 432-9321
- 10) Biometric Information Management LLC
Hilliard OR Dublin Area Location
(614) 791-3220
Sarasota, FL - (941) 955-8400
(By Appointment Only)
- 11) Bowsher License Bureau #15
Lima - (419) 229-9888
- 12) Columbus Police Department
Columbus - (614) 645-4696
- 13) Confidential Solutions, Inc.
Lakewood - (216) 228-3394
Akron - (330) 253-5188
- 14) Copeland Oaks
Sebring - (330) 938-1502
- 15) Corporate Investigative Services, Inc.
North Olmsted - (440) 614-0100
OR 1-800-899-1173
- 16) Corporate Screening Services, Inc.
Cleveland - 1-800-229-8606
OR 1-440-816-0500
www.corporatescreening.com
- 17) Fastfingerprints (a National Background Check, Inc. Co.)
Locations can be found in the Columbus, Dayton, Cincinnati, Toledo, Cleveland & Northern Ohio areas. For more information please call 1-877-932-2435 OR www.fastfingerprints.com
- 18) Info Search Solutions
Akron - (330) 376-1606
www.infosearchsolutions.net
- 19) Integrity Verifications, Inc.
Cleveland - (440) 886-0900
Medina - (330) 725-3866
www.integrityverifications.com
- 20) Master Security, Inc.
Youngstown - (330) 746-4448
www.mastersecurityinc.com
- 21) Nationwide Background Checks
Commercial Point - (614) 877-3357
www.mynwbc.com
- 22) PrintChek LLC
Lewis Center - 740-548-9555
www.printchek.com
- 23) Refcheck Information Services, Inc.
Hilliard - (614) 777-8844
- 24) Sandusky License Bureau
Sandusky - (419) 625-1983
- 25) Secure Check Inc.
Columbus - (614) 252-7300
Dayton - (937) 853-2710
- 26) Security Hut, Inc.
Lakewood - (216) 226-0461
- 27) The Pre-Check Company
Akron - 330-645-0411
Austintown - 330-270-3660
Cleveland - 216-812-6338
Eastlake - 440-918-4570
Parma - 216-398-0349
Sylvania - 419-517-1027
Westlake - (216) 226-7700
- 28) Young Enterprise Solutions, Inc.
Amherst, Ohio Location
(440) 988-0339
- 29) SafeGuard Background Screening
Beachwood - 1-877-700-7345
www.safeguardcertify.com
- 30) Statewide Identification Services
Cuyahoga Falls License Bureau
(330) 929-6469
- 31) Van Wert License Bureau
Van Wert - 419-238-9399