



**CRIMINAL RECORDS CHECKS ARE REQUIRED FOR ALL INITIAL LICENSES**

Ohio Revised Code Sections 4747.051 and 4753.061 of the Ohio Revised Code requires all individuals applying for an initial license issued by the Ohio Speech and Hearing Professionals Board to submit fingerprints for a criminal records check completed by the Bureau of Criminal Identification and Investigation (BCI) and the Federal Bureau of Investigation (FBI).

**INSTRUCTIONS FOR OUT OF STATE OHIO RESIDENTS**

You are receiving this instruction packet because you are required to complete a criminal record check when applying for initial licensure with the state of Ohio. Out-of-state applicants residing within a one-hour travel (driving time) of Ohio are strongly encouraged to follow the “WebCheck” instructions for Ohio residents available on our website at: [www.shp.ohio.gov](http://www.shp.ohio.gov), since the processing of paper fingerprint cards will take additional time (approximately 6-8 weeks). Enclosed, please find the electronic BCI and FBI fingerprint cards you will need to take to your local law sheriff’s office. As we are working from home due to the pandemic, we are unable to mail physical fingerprint cards. It is highly recommended that you contact your sheriff’s office to verify their processing fee, hours, and any additional documents they require such as a valid form of identification to verify your identity.

The paper fingerprint cards and fees listed on the fingerprint cards should both be mailed directly to BCI with one combined check fee payment to process.

Contact the (BCI & FBI) provider or agency to determine the total fee(s) and the accepted method(s) of payment. Fees include: BCI (\$22), plus FBI (\$25.25), and some agencies may charge a processing fee (e.g. \$5-\$40). Also, verify if any additional materials are needed (e.g. type of valid photo id). Note, some agencies have restricted hours and may require you to schedule an appointment.

You need both the BCI and FBI records check for initial licensure. The Board cannot complete the processing of your application until it receives the background check reports from both the BCI and FBI. By law, BCI has up to 30 days to process background check results; however, the Board will typically receive the results of a criminal records check submitted via WebCheck (in-state) within 7 to 10 business days for “no hit” reports. A report with a legal history to consider may take longer, as BCI will seek to confirm adverse data reported and may be required to remove data not subject to verification.

**Mailing Instructions**

Mail your completed BCI and FBI cards with the appropriate payment enclosed directly to:  
Bureau of Criminal Identification and Investigation  
c/o Fiscal Section  
P.O. Box 365  
London, Ohio 43140

Do not mail your fingerprint cards to the licensure board; we are unable to process them and cannot forward your fingerprint cards to BCI.

For any further questions, please refer to the next page.



### Out of state fingerprinting instructions:

1. Identify a local sheriff's office or another available provider to complete your criminal records check in your current state.
2. Take the enclosed electronic fingerprint cards and state you need to get your fingerprints done so that you may mail these cards to BCI.
3. Pay the required fees (if any) directly to the provider.
4. Select reason code, "Ohio Speech and Hearing Professionals Board License Applicant - **R.C. 4747.051**" if you're applying for a hearing aid dealers or fitters license.
5. Select reason code, "Ohio Speech and Hearing Professionals Board License Applicant - **R.C. 4753.061** if you're applying for an audiology, speech-language pathology, conditional speech-language pathology, audiology aide, or speech-language pathology aide license.
6. Reason codes for your specific license type should go in the "reason fingerprinted" boxes on the fingerprint cards.
7. The agency code: **1AB002** should go in the "agency code" or "Your No." boxes on the fingerprint cards.
8. Regarding the "send background check results to" and "employer and address" boxes, please list "The Ohio Speech and Hearing Professionals board" along with our address: 77 South High Street, Suite 1659 Columbus, OH 43215-6108.
9. Mail your completed BCI and FBI fingerprint cards with the appropriate payment enclosed directly to:  
**Bureau of Criminal Identification and Investigation**  
**c/o Fiscal Section**  
**P.O. Box 365**  
**London, Ohio 43140**
10. Checks can be made payable to: Treasurer- State of Ohio
11. The payment total required is: BCI (\$22), plus FBI (\$25.25)
12. BCI will process your fingerprint cards and payment once they have received them and then they will mail the board the results.
13. This process could take about 6-8 weeks.