



OHIO DEPARTMENT OF PUBLIC SAFETY  
 DIVISION OF OHIO HOMELAND SECURITY – PI/SG  
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[http://www.homelandsecurity.ohio.gov/ohs\\_pisg.stm](http://www.homelandsecurity.ohio.gov/ohs_pisg.stm)

**PI/SG**

**WEBCHECK INSTRUCTIONS**

This sheet is being provided to help ensure the Ohio Bureau of Criminal Identification & Investigation/Federal Bureau of Investigation (BCI/FBI) fingerprint results are properly routed to the Private Investigator/Security Guard (PI/SG) Unit. Please instruct individuals to take the coupon to the WebCheck location submitting their fingerprints. This WebCheck instruction sheet may be copied, as needed.

To WebCheck Facility:

This applicant is applying for a Private Investigator/Security Guard position. In order to complete the registration process for this position, a

BCI  is required. Reason Fingerprinted: Please select the Licensing/Permit.

FBI  is required. Reason Fingerprinted: Please select Private Investigator/Security Guard (4749).

All background checks must be submitted to our office, via electronic submission. **Please check the “Direct Copy” option and choose Ohio Department of Public Safety/PISG.**

The provider should receive a “Mail To” copy. **DO NOT enter the Ohio Department of Public Safety into the “Mail To” address.** Please enter the following:

COMPANY NAME		
ADDRESS		
CITY	STATE	ZIP CODE

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