



OHIO DEPARTMENT OF PUBLIC SAFETY  
PRIVATE INVESTIGATOR SECURITY GUARD SERVICES

1970 West Broad Street  
P.O. Box 182001  
Columbus, OH 43218-2001  
Phone (614) 466-4130 Fax (614) 466-0342  
[www.pisgs.ohio.gov](http://www.pisgs.ohio.gov)

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## PISGS

## WEBCHECK INSTRUCTIONS

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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 Services (PISGS). Please instruct individuals to take the coupon to the WebCheck location submitting their fingerprints. This WebCheck instruction sheet may be copied, as needed.

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To WebCheck Facility:

This applicant is applying for a Private Investigator Security Guard license or registering as a private investigator and/or security guard, and requires the following:

BCI  required for all new registrations.  
Reason fingerprinted: please select License for Private Investigator or Security Guard

FBI  required for firearm bearer notation only.  
Reason fingerprinted: please select Private Investigator / Security Guard (4749)

All background checks must be submitted to PISGS via electronic submission.

**Please check the “Direct Copy” option and choose PISG – Ohio Department of Public Safety.**

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