



The Bureau of Criminal Identification and Investigation Civilian Background Check WebCheck® Process

- WebCheck® is an Internet-based program for civilian background checks utilized by the Bureau of Criminal Identification and Investigation (BCI&I). WebCheck® uses the Internet to electronically transfer fingerprints and other data from inquiring agencies to BCI&I.
- You can obtain a WebCheck® from BCI&I at facilities listed on the Ohio Attorney General's website by going to the following link:

<http://www.ohioattorneygeneral.gov/Services/Business/WebCheck/Webcheck-Community-Listing>

- Please call to verify location, time of availability, and cost. Cost may vary by location.
- When requesting the WebCheck®, it is your responsibility to report to the agency the address where the WebCheck® is to be mailed. Please have the WebCheck® sent to the following address:

Ohio Division of EMS
Attn: Melissa Vermillion
1970 West Broad Street
Columbus, OH 43223

- If you do not report this address correctly, the BCI&I check will not be sent to the Division of EMS. Please pay particularly close attention!! Please note: BCI&I will only send the WebCheck® to an authorized agency. You **will not** receive a copy of the WebCheck®. Please keep a copy of the receipt from the location where you had the WebCheck® completed!
- According to BCI&I, the results from the WebCheck® will be processed in approximately two (2) business days and should be received by the Division of Emergency Medical Services within five to seven (5 – 7) days.
- You will receive a letter from the Division of Emergency Medical Services documenting that the WebCheck® was received. If you do not receive the correspondence within three (3) weeks, please contact the Division of Emergency Medical Services, Office of Investigative Services at 800.233.0785 or 614.995.5940.
- If the WebCheck® is not received, or if you have further questions in regard to the WebCheck® process, you will need to contact the BCI&I Identification section directly at 740.845.2375.
- Keep all receipts and documentation of the completion and submission of the WebCheck®

WEBCHECK® is a registered trademark of the Ohio Attorney General's Office. WebCheck was developed by BCI&I and is provided by Cogent Systems, Inc., of South Pasadena, CA. More information about this program can be found on the Attorney General's web site at www.ag.state.oh.us/sections/bci