



## Ohio Administrative Code

### Rule 109:5-1-04 Operation and maintenance of the retained applicant fingerprint database.

Effective: January 1, 2008

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(A) An entity shall enroll individuals into the retained applicant fingerprint database by submitting the civilian background check authentication number or the name, date of birth and social security number of the employee or licensee.

(B) Upon receipt of the information referred to in paragraph (A) of this rule, the bureau of criminal identification and investigation shall immediately enter the information into the retained applicant fingerprint database.

(C) The participating entity is responsible for sending updated information, in an electronic format, to the bureau of criminal identification and investigation on individuals who are deceased or are no longer employed, licensed, certified or otherwise approved by that entity.

(D) Upon receipt of such information referred to in paragraph (C) of this rule, the bureau of criminal identification and investigation shall promptly delete the individual's records from the retained applicant fingerprint database.

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