



Ohio Administrative Code Rule 1301:16-1-03 Criminal records checks.

Effective: June 21, 2024

(A) Within ten days after the date of filing an application for licensure, each owner and controlling person of the applicant shall submit fingerprints to the Ohio bureau of criminal identification [BCI] using a method authorized by BCI for a criminal record check pursuant to division (C) of section 4768.06 of the Revised Code. When the owner and the controlling person are the same individual, only one set of fingerprints shall be submitted. BCI submits the results to the division of real estate and professional licensing within thirty days of BCI's receipt of the fingerprints. Each owner and controlling person shall pay any required fee for the criminal records check and direct that the results be transmitted to the division of real estate and professional licensing.

(B) Failure to timely comply with the superintendent's request may constitute just cause for the superintendent to close the application and impose a forfeiture of any application fee.
