



Ohio Administrative Code

Rule 4501:1-3-07 Criminal history record required with application.

Effective: January 1, 2026

[Comment: For dates and availability of material incorporated by reference in this rule, see rule 4501:1-3-38 of the Administrative Code.]

(A) A criminal history record, that is checked on a state-wide basis through the bureau of criminal identification and investigation shall be submitted with an application for any license granted under Chapter 4517. of the Revised Code. A criminal history record is also required if the applicant has not held a license or has not previously submitted a criminal history record within twelve months prior to the application . Each person listed on the application as a sole proprietor, officer(s) of a corporation, trustee(s) of a business trust, or in the case of a partnership or limited liability company, partner(s) or member(s), or any such entity as defined in division (A) of section 4517.01 of the Revised Code, shall also submit results of a criminal history record, checked on a state-wide basis through the bureau of criminal identification and investigation, with the application.

(B) Each applicant for a dealer's, distributor's, auction owner's, or construction equipment auction license, shall disclose if the applicant has been convicted of, judicial finding of guilt of, plea of guilty, or pleaded no contest, to a disqualifying offense as determined under section 9.79 of the Revised Code, or had a judgment rendered against the applicant in a civil action. Each applicant shall indicate all of the offenses committed in this state, another state, or jurisdiction for which the person has been convicted and shall be responsible for providing all the following documents or its equivalent:

- (1) A certified copy of a conviction or journal entry;
- (2) A certified copy of the sentencing entry; and
- (3) A certified copy of the indictment or complaint.

(C) All officers of a corporation, trustees of a business trust, or in the case of a partnership or limited



liability company, partners or members, or any such entity as defined in division (A) of section 4517.01 of the Revised Code, listed on a "Motor Vehicle Dealer Application For Change Of Officer," submitted pursuant to section 4517.23 of the Revised Code, that currently does not hold a license, has not held a license, or has not previously submitted a criminal history record within twelve months prior to the application, shall submit with the application results of a criminal history record, that is checked on a state-wide basis through the bureau of criminal identification and investigation.