



Ohio Administrative Code Rule 4501:7-1-04 License applications.

Effective: [March 1, 2021](#)

[Comment: Information regarding the availability and effective date of the materials incorporated by reference in this rule can be found in paragraph (M) of rule 4501:7-1-01 of the Administrative Code.]

(A) As used in this chapter, "provider" and "licensee" have the same meaning as, and refer to, the holder of a class A, class B, or class C license issued in accordance with this chapter and Chapter 4749. of the Revised Code.

(B) Each applicant for a class A, class B, or class C license shall submit a "Provider Application" to the director of the department of public safety (department) accompanied by the license fee provided for in section 4749.03 of the Revised Code. A "Branch Office Application" shall be submitted for each additional business location accompanied by the branch license fee provided for in section 4749.05 of the Revised Code. The license fee may be paid by check or money order payable to Ohio treasurer of state, or if submitted on-line, may be paid electronically.

(C) Each "Provider Application" must be accompanied by a "Qualifying Agent Application" and the qualifying agent (QA) examination fee provided for in division (A)(1)(e) of section 4749.03 of the Revised Code. The examination fee may be paid by certified check or money order payable to Ohio treasurer of state, or if submitted on-line, may be paid electronically. A passport style photograph taken within one year of submission, and bearing a reasonable likeness to the applicant must be submitted with the "Qualifying Agent Application."

(1) The fingerprint impressions submitted under division (C)(1) of section 4749.03 of the Revised Code shall not have been obtained more than one year prior to the filing of the application for a license, as outlined on "WebCheck Instructions."

(2) If a qualifying agent intends to carry a firearm in the course of business or employment, the QA shall comply with the provision of section 4749.10 of the Revised Code and rule 4501:7-1-21 of the Administrative Code.



(3) If the results of the criminal records check described in division (C)(1) of section 4749.03 of the Revised Code indicate that the applicant may have a criminal record in one or more jurisdictions or in one or more states other than Ohio, the director may make further inquiries and request further information from the applicant in order to complete the investigation of the applicant.

(D) The "Provider Application" and "Qualifying Agent Application" shall include a question that easily identifies the applicant for licensure and applicant for QA as a veteran or as the spouse of a veteran. Applicants currently serving in the military must provide a copy of their military identification card or that of their spouse, or a veteran must provide a copy of their DD214 or that of their spouse along with the application, which will allow the department to verify the identification of the applicant as a veteran or spouse of a veteran. Processing of applications for veterans or their spouses shall, to the extent possible, be expedited and prioritized.

(E) When all requirements for application are met, the application for a license shall be approved, and a wall license will be issued along with the approved QA registration card.