



Ohio Administrative Code Rule 4501:7-1-09 Registration of employees.

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) Each licensee shall register their investigator and security guard employees with the department of public safety (department).

(B) Each licensee shall submit an "Employee Registration Application" to register a new investigator or security guard employee with the department accompanied by the registration fee provided for in section 4749.06 of the Revised Code. The registration fee may be paid by 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 "Employee Registration Application." The completed application including submitted fingerprints for a BCI background check, must be submitted no later than seven calendar days after the employee's date of hire.

(1) The licensee must submit verification of the employee's name, date of birth, registrant's e-mail address and social security number.

(2) The fingerprint impressions submitted under division (B)(2) of section 4749.06 of the Revised Code shall not have been obtained more than one year prior to the filing of the employee's application for registration, as outlined on "WebCheck Instructions."

(a) If an employee intends to carry a firearm in the course of business or employment, the employee shall comply with the provisions of section 4749.10 of the Revised Code and rule 4301:7-1-21 of the Administrative Code.

(b) If the results of the criminal records check described in division (B)(2)(a) of section 4749.06 of the Revised Code indicate that the employee applying for registration 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.

(C) "Employee Registration Application" shall include a question that easily identifies the employee 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. Once military service is verified on their application, and all other requirements are met, applicants for registration who are currently serving in the military, veterans, or their spouses, will be segregated and processed ahead of non-military affiliated applications.

(D) Within ten calendar days after the termination or expiration of a registered investigator or security guard's employment, the licensee shall submit to the department an "Employee Termination Report" with the employee's identification card for cancellation.