



## Ohio Administrative Code

### Rule 4501:7-1-18 Retained applicant fingerprint database enrollment.

Effective: May 1, 2026

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- (A) Each individual, including a partner in a partnership, an officer, or a qualifying agent who submits an application to license a company or who submits an application to renew a license pursuant to section 4749.03 of the Revised Code, shall be enrolled in the retained applicant fingerprint database maintained by the bureau of criminal identification and investigation under section 109.5721 of the Revised Code.
- (1) Each individual, including a partner in a partnership, an officer, or a qualifying agent who submits an annual renewal application pursuant to section 4749.03 of the Revised Code, and who does not currently have electronic fingerprints on file with the superintendent of the bureau of criminal identification and investigation, shall submit a set of electronic fingerprints directly to the superintendent in the method prescribed in division (C)(2) of section 109.572 of the Revised Code.
  - (2) The results of the criminal records check shall be sent via direct copy to the director of public safety, private investigator security guard services.
  - (3) If the results of the criminal records check satisfy the requirements of division (A)(1)(a) of section 4749.03 of the Revised Code, and the license is approved or renewed, the applicant shall be enrolled in the retained applicant fingerprint database. Once enrolled in the retained applicant fingerprint database, the licensee need not submit fingerprints on future renewal dates unless otherwise required under Chapter 4749. of the Revised Code.
  - (4) If the results of the applicant's criminal records check indicate that the applicant does not have electronic fingerprints on file with the superintendent of the bureau of criminal identification and investigation, then the applicant shall be granted a thirty day extension from the date that the department of public safety notifies the applicant of the records check results. Within this thirty day extension period, the applicant must submit a set of electronic fingerprints to the superintendent in the method prescribed in division (C)(2) of section 109.572 of the Revised Code and the director of public safety must receive results that satisfy the requirements of division (B)(3) of section 4749.06 of the Revised Code.
  - (5) Failure to provide a fingerprint submission in accordance with this paragraph shall result in a denial of the individual's application for license or application for renewal.
  - (6) If an individual, including a partner in a partnership, an officer, or a qualifying agent, submits fingerprints that, due to the lack in clarity of the



4501:7-1-18

2

submitted fingerprints, cannot be used to enroll in the retained applicant fingerprint database, the individual shall submit fingerprints at time of the next year's renewal.

- (B) Each employee who is registered or renewed by a class A, B, or C licensee pursuant to section 4749.06 of the Revised Code shall be enrolled in the retained applicant fingerprint database maintained by the bureau of criminal identification and investigation under section 109.5721 of the Revised Code.
- (1) Each employee who is registered by a class A, B, or C licensee pursuant to section 4749.06 of the Revised Code shall be automatically enrolled in the retained applicant fingerprint database.
  - (2) For each employee who is renewed by a class A, B, or C licensee pursuant to section 4749.06 of the Revised Code, and who does not currently have electronic fingerprints on file with the superintendent of the bureau of criminal identification and investigation, the licensee shall submit a set of electronic fingerprints directly to the superintendent in the method prescribed in division (C)(2) of section 109.572 of the Revised Code.
  - (3) The results of the employee's criminal records check shall be sent via direct copy to the director of public safety, private investigator security guard services.
  - (4) If the results of the employee's criminal records check satisfy the requirements of division (B)(3) of section 4749.06 of the Revised Code, and the registration is approved or renewed, the employee shall be enrolled in the retained applicant fingerprint database. Once an employee is enrolled in the retained applicant fingerprint database, the employee need not submit fingerprints on future renewal dates unless otherwise required under Chapter 4749. of the Revised Code.
  - (5) If the results of the employee's criminal records check indicate that the employee does not have electronic fingerprints on file with the superintendent of the bureau of criminal identification and investigation, then the licensee shall be granted a thirty day extension from the date that the department of public safety notifies the licensee of the records check results. Within this thirty day extension period, the licensee must submit a set of the employee's electronic fingerprints to the superintendent in the method prescribed in division (C)(2) of section 109.572 of the Revised Code and the director of public safety must receive results that satisfy the requirements of division (B)(3) of section 4749.06 of the Revised Code.



4501:7-1-18

3

- (6) Failure to provide an employee's fingerprint submission in accordance with this paragraph shall result in a denial of the employee's registration or renewal.
- (7) If an employee who is registered or renewed by a class A, B, or C licensee pursuant to section 4749.06 of the Revised Code submits fingerprints that, due to the lack in clarity of the submitted fingerprints, cannot be used to enroll in the retained applicant fingerprint database, the employee shall submit fingerprints at time of the next year's renewal.