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COMMISSION
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Ohio Administrative Code

Rule 901:14-2-05 Background checks.

Effective: November 9, 2026

(A) All applicants and key participants in the business entity, if applicable, shall submit to a criminal records check completed by the bureau of criminal identification and investigation in accordance with section 928.03 of the Revised Code.

(B) Applicants submitting a renewal application must comply with paragraph (A) of this rule prior to the expiration of their existing license.

(C) The department shall not grant a license to an applicant unless the applicant and all key participants complete a criminal background check and have not plead guilty or been convicted of a disqualifying offense in the ten years prior to applying for a license. No background check that was completed in excess of sixty-days prior to application can be accepted by the department.

(D) The applicant requesting a criminal records check shall submit with a request to the bureau of criminal identification and investigation: a completed copy of a form prescribed under division (C)(1) of section 109.572 of the Revised Code; a set of fingerprint impressions obtained as described in division (C)(2) of section 109. 572 of the Revised Code; the applicant's name and address; the department's name and address; and, a request that the superintendent of the bureau of criminal identification and investigation obtain from the federal bureau of investigation any information it has pertaining to the applicant.

(E) The department shall only accept results of a criminal records check submitted to the department directly from the bureau of criminal identification and investigation.

(F) The applicant shall bear all costs associated with the criminal records check as determined by the bureau of criminal identification and investigation, the federal bureau of investigation, and by any agency with authority to charge a fee for fingerprint impressions.

(G) If the department does not receive the background check of all required parties within thirty days of submitting their application, the application will not be processed for licensure unless the applicant requests an extension waiver of thirty days to complete the background check requirement. If the department does not receive the background check by the end of the extension period, the department will not process the application for licensure.