



Counselor, Social Worker & Marriage and Family Therapist Board

50 West Broad Street, Suite 1075
Columbus, Ohio 43215-5919
614-466-0912 & Fax 614-728-7790

<http://cswmft.ohio.gov> & cswmft.info@cswb.state.oh.us

PRINT & TAKE THESE INSTRUCTIONS WITH YOU TO A WEB CHECK VENDOR

Section 4757.101 of the Ohio Revised Code requires all individuals applying for a license issued by the CSWMFT Board to submit fingerprints for a criminal records check completed by the **Ohio Bureau of Criminal Identification and Investigation** (BCI&I) and the Federal Bureau of Investigation (FBI). This applies to applicants for PC, PCC, CT, LSW, LISW, SWA, SWT, MFT, IMFT and all Temporary or provisional licenses.

Since the law requires applicants for licensure to submit criminal records checks by both BCI&I and the FBI, you **must** use the services of a “WebCheck” vendor that participates in the “National WebCheck”. Many DMV license agencies, Sheriff & Police departments within Ohio participate in the National WebCheck. A list of WebCheck vendors in Ohio is available online at:

<http://www.ohioattorneygeneral.gov/Services/Business/WebCheck/Webcheck-Community-Listing>

The Board does not endorse or recommend any specific electronic fingerprinting company/ agency.

You need both the BCI and FBI criminal records check for each initial license type. By law, the Board cannot complete the processing of your application until it receives the background check reports from both the BCI and FBI. Background checks are good for one year based on receipt date and licensure date.

PRINT AND TAKE THESE INSTRUCTIONS WITH YOU.

- 1. Identify a “WebCheck” vendor that participates in the “National WebCheck.”**
”Many DMV license agencies, Sheriff and Police departments within Ohio participate in the National WebCheck.
- 2. Submit your fee directly to the “WebCheck” vendor.** *The BCI charges \$22 and the FBI charges \$24. In addition, the electronic fingerprinting company/agency will charge its own fee to process the fingerprints* **DO NOT SEND YOUR FINGERPRINTS OR FEE TO THE BOARD**
- 3. Results must be sent to the BCI&I and then to the CSWMFT Board.** *The Board cannot accept a copy from you, another state, your college or university, a sheriff or police department, or from your place of employment. Mail to:*
**CSWMFT Board
50 W. Broad St., Suite 1075
Columbus, Ohio 43215**
- 4. List the reason for fingerprinting the following:**
**CSWMFT Board ORC 4757.101
Required for licensure**

Instructions for Individuals Residing Outside of Ohio

If you reside outside of Ohio, contact the Board to request the appropriate forms. The Board will mail the forms needed for your fingerprints to be processed at your local law enforcement agency.

E-mail: cswmft.info@cswb.state.oh.us ; **Subject Line: CRC** ; or Call: 614-466-0912

Out of state CRC is a longer process, which can take 4 to 6 weeks. If you plan to visit the state of Ohio before licensure, print these instructions and go to a WebCheck vendor within the state of Ohio to have your fingerprints scanned.

Past Criminal Convictions: If you have a record with the FBI, there will be a delay in receiving results.

Problems being fingerprinted: If a vendor cannot scan your fingerprints call the Board so we can mail you ink and roll cards.

Copies: Once the Board has received your BCI & FBI checks, we can send you copies to your home address. Requests must be made in writing, fax or e-mail are acceptable.

Ohio Bureau of Criminal Identification and Investigation:

If it has been more than 30 days and the Board hasn't received your BCI & FBI background checks, you may contact the BCI&I at 877-224-0043 ext.7.