



## Department of Commerce

Division of Financial Institutions

John R. Kasich, Governor  
Jacqueline T. Williams, Director

### **Ohio Bank and Savings Institution Applicants Background Check/Fingerprints Explanation and Instructions**

Revised Code 109.572(A)(14), 1121.23, 1155.03 and 1163.05

Pursuant to Ohio law, criminal records checks or “background” checks must be completed whenever the approval of the Superintendent of Financial Institutions is required for certain people to begin service with a bank or savings institution. Applicants must obtain a **NATIONAL BACKGROUND CHECK** and a **STATE BACKGROUND CHECK** from **EACH** state in which they resided or worked during the past 5 years. Background check results must be sent directly to the Division of Financial Institutions (the “Division”) from the background check provider or government agency conducting the check. The Division will not accept background checks submitted directly by the applicants. Background checks, including national FBI checks and state checks, are required for the following individuals:

- Organizers
- Incorporators
- Directors
- Executive Officers
- Controlling Shareholders
- Any person having substantial interest in a bank or savings institution
- Any person participating in the management of a bank or savings institution

The Division has entered agreements with independent providers for the electronic fingerprinting and scanning system known as “*WebCheck*” and “*National WebCheck*.” Each provider has a system that scans applicants' fingerprints and electronically transmits the prints to the Ohio Bureau of Criminal Identification & Investigation (“BCII”) for review. The results of the records review are communicated to the Division by the provider or by BCII directly. The provider that takes fingerprints charges a processing fee for its service. Please note that the providers' fees are not part of the Division's application fees and that there is a **minimum 45 day turnaround period**.

You may view a current list of providers with which the Division has entered agreements by going to the Division's web site located at <http://www.com.ohio.gov/fiin/forms.aspx>. Some providers may be able to accommodate your national FBI check, as well as your BCII check.

### **ALL Applicants – NATIONAL FBI CHECK**

For the national FBI background check, applicants may view the list at <http://www.com.ohio.gov/fiin/forms.aspx> for providers that offer “*National WebCheck*” for electronic fingerprinting.

### **Ohio Applicants – BCII CRIMINAL RECORDS CHECK**

You must obtain a background check from BCII in addition to a national FBI background check. View the list at <http://www.com.ohio.gov/fiin/forms.aspx> for providers. **Remember, if you have lived or worked outside Ohio during the past 5 years, you will also need to obtain a state criminal records check from the law enforcement department in each state in which you have resided or worked.**

### **Out-of-State Applicants – STATE CRIMINAL RECORDS CHECK**

If your workplace or your place of residence has been located outside Ohio anytime during the last five years, you must furnish a state criminal history report from the law enforcement department **in each state in which you have resided or worked**, as well as a national background check. The state records check must be verified on the law enforcement department's stationery or computer printout. The reporting agency must send the report directly to the Division.

**Please note that confidential personal information may be accessed by Division employees in order to process, review, accept and/or approve or deny your application for service. By submitting your application and having your background check sent to the Division, you are providing your consent for Division employees to access confidential personal information about you.**

Form No. 4121  
12/10