

Ohio Department of Job and Family Services  
**INSTRUCTIONS FOR PROCESSING BACKGROUND CHECKS FOR CHILD CARE**

**Direct Copy Instructions for: WebCheck® Agencies**

1. **Obtain** and **ENTER** all personal information.
2. For the BCI Reason Fingerprinted, **CHOOSE** 5104.013 *“An Employee, Owner, Licensee, Administrator or Person Residing in a Type A or Type B Home, or an In-Home Aide.”*
3. For the FBI Reason Fingerprinted, **CHOOSE** 5104.013 *“An Employee, Owner, Licensee, Administrator or Person Residing in a Type A or Type B Home, or an In-Home Aide.”*
4. In the Direct Copy drop down list, **CHOOSE** *“Child Care Ctr/Type A-ODJFS.”*
5. Conduct the electronic fingerprinting.

**Instructions for: All owners, administrators, employees, child care staff members and residents of all child care programs**

BCI and FBI criminal background records checks are sent electronically to the Ohio Department of Job and Family Services (ODJFS) Office of Family Assistance. Please follow these instructions to ensure accurate and timely processing of the records requests. **Be sure to use the correct reason for being fingerprinted, using an incorrect code will require reprinting and an additional fee. Do NOT select the Head Start code (even if you work for a Head Start program).**

1. Go to the WebCheck® agency to obtain a BCI and FBI criminal background records check. Information for WebCheck® locations may be found at: <http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>
2. When speaking with the WebCheck® agent, inform them you are a child care provider, employee or resident. Use code **5104.013** *An Employee, Owner, Licensee, Administrator or Person Residing in a Type A or Type B Home, or an In-Home Aide*. Request the WebCheck® agent to choose **“Child Care Ctr/Type A-ODJFS”** from his or her Direct Copy list. The electronic results will be provided directly to ODJFS.
3. Complete the fingerprint process as directed by the WebCheck® agent.
4. You must also complete the Request for a Background Check for Child Care. This request can be submitted electronically to ODJFS through the Ohio Professional Registry (OPR). Further instructions and OPR User Guides can be found here: <https://ocrra.org/our-resources-page/>. *\*Individuals still have the option of emailing the Request for a Background Check for Child Care (JFS 01175) to the background check mailbox at [CCBackgroundCheck@jfs.ohio.gov](mailto:CCBackgroundCheck@jfs.ohio.gov).*