

# 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** CCDBGA *“Child Care and Development Block Grant Act of 2014 employee, for ODJFS use only.”*
4. In the Direct Copy drop down list, **CHOOSE** *“Child Care Ctr/Type A-ODJFS”* (this is for all program types).
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) and do NOT select the Ohio Department of Education (ODE) code (even if you work for an ODE 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. *For BCI, 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.” For FBI, use CCDBGA “Child Care and Development Block Grant Act of 2014 employee, for ODJFS use only.”* Request the WebCheck® agent to choose **“Child Care Ctr/Type A-ODJFS”** (this is for all program types) 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 must be submitted electronically to ODJFS through the Ohio Professional Registry (OPR). Further instructions and OPR User Guides can be found here: <https://ocerra.org/our-resources-page/>.