Completing an Ohio SACWIS Alleged Perpetrator Search (OSAPS) as an Individual

User Guide
Completing an Ohio SACWIS Alleged Perpetrator Search (OSAPS)

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Overview
This user guide provides step-by-step instruction for an individual completing an Ohio SACWIS Alleged Perpetrator Search (OSAPS).

Create OH|ID Account
If you do not have an OH|ID Account, you will be required to create an account to access OSAPS. Follow the URL https://ap.jfs.ohio.gov/Login.aspx.

The Ohio ID Portal screen appears.

1. Click, Log in from OH|ID.
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The Create Your OH|ID Account (Profile Information) screen appears.

1. Click, Create New Account >
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The Create Your OH|ID Account (Profile Information) screen appears.
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**Note:** The blue asterisk (*) indicates a required field.

1. You must enter **First Name, Last Name, Email, Email Confirmation, Work Phone Number, Date of Birth** and **Verification Question** to create an Ohio ID.
   
   **Note:** Only one account can exist per email address.

2. To proceed with the request, you must agree to the **Terms and Conditions**.

3. If you agree, click the checkbox ‘I Agree.’

4. Click, **Next**.
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The Create Your OH|ID Account (Security Setup) screen appears.

1. Enter a **Username** per the Username Guidelines.
2. Enter a **Password** and **Confirm New Password** per the Password Guidelines.
3. Select a **Password Recovery Method** from Email, Mobile Number or Security Questions.
4. Click, **Create Account**.
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The Create Your OH|ID Account (Confirmation) screen appears.

**Note:** You will not be able to log in until you’ve received a confirmation email with the subject "Confirmation: OH|ID Account Creation" from DONOTREPLY-Platform@innovateohio.gov. This may take a few minutes.

Once you receive your confirmation email, you may return to [https://ap.jfs.ohio.gov/Login.aspx](https://ap.jfs.ohio.gov/Login.aspx).
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Logging In

Follow the URL https://ap.jfs.ohio.gov/Login.aspx.
The Ohio ID Portal screen appears.

2. Click, Log in from OH|ID.

Note: If you do not have an Ohio ID Account, you must create one prior to logging into OSAPS. Please see Create Your OH|ID Account instructions above.
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The OHID login screen appears.

1. Enter Username and Password.
2. Click, Log In
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Welcome to OSAPS screen appears.

Welcome to OSAPS
Ashley Keller

This is your first visit to Ohio SACWIS Alleged Perpetrator Search.
In order to get started with a new request, please provide your Social Security Number.

SSN 

New Request

My Search History
You have no Search Requests

If you are submitting OSAPS Search Requests as a representative of an agency, please complete the Agency User Registration form.
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Add New Request

Once you have logged in, the Welcome to OSAPS screen appears.

1. Enter your SSN.
2. Click, New Request.

The Purpose screen appears.
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Purpose

1. Select a tile (Adoption/Foster Parenting, Volunteer Work, Employment (Excluding Child Care) or Other) to identify the purpose of your search.

2. Click, Next or the Individual Information tab.

The Individual Information screen appears.

Individual Information

The red asterisk (*) indicates a required field.
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1. Enter First Name, Last Name, Date of Birth.
2. Select Race(s).
3. Select Gender.
4. Click, Next or the Contact Information tab.

The Contact Information screen appears.
**Contact Information**

- Enter **Home Phone Number, Cell Phone Number, E-mail**.
- Click, **+Add Additional Address**.
  - a. Select, **Address Type** from the dropdown.
  - b. Enter **Address Line 1, City, State, ZIP Code**.
  - c. Click, **Save**.
- Click, **Next** or the **Household Information** tab.

**Note:** The only requirement on the page is a ‘**Current Address**.’ You must enter a Current Address to submit the request.
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The Household Information screen appears.

**Household Information**

**Note:** List all children associated with the applicant and any other people currently living in the home. Identify all of your biological/adopted children regardless if they are living in the home with the applicant or are over 18 years of age.

1. Click, **+Add additional children or people living in the home**.
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The red asterisk (*) indicates a required field.

2. Enter First Name, Last Name.
3. Select, Relationship from the dropdown.
4. Select, In Home? from the dropdown.
5. Click, Save.
6. Click, Next or the Identification tab.

The Identification screen appears.

Identification

Note: You must upload two documents to confirm your identity and Social Security Number.
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1. Click, +Add additional documents.

Upload two documents to confirm your identity and Social Security Number. If you do not have a Social Security Number, please provide at least one form of identification. If you are not the subject of the request, a consent form must be included.

Appropriate documents to confirm Social Security Numbers include the following:
- A copy of an official Social Security card issued by the Social Security Administration.
- A current W-2 wage and tax statement, displaying full Social Security Number. Wage and tax details may be crossed out on the W-2 form; the name and 9-digit Social Security Number is all that needs to be revealed on the statement.
- A Social Security Administration 1099 form that displays a complete Social Security Number, but must not be handwritten.
- A letter from the Social Security Administration that indicates an application for a new or replacement Social Security card. The letter will display the 9-digit Social Security Number.

Appropriate documents to submit for the second form of identification include the following:
- Driver License or State Identification card.
- Birth Certificate.
- U.S. Visa (travel passport).
2. Click, Select.
3. Enter, Description.
4. Click, Save.
5. Click, Next or the Consent and Signature tab.
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The Consent and Signature screen appears.

**Consent and Signature**

Certify and Submit

Pursuant to Ohio Law and administrative rule, I have read, or someone has read to me, the instructions to complete a SACWIS registry request before I certify this statement through submission of this request.

I understand that a person who knowingly or intentionally submits false information on this form commits a Misdemeanor of First Degree.

By clicking submit, I certify that the information provided is true and correct to the best of my knowledge.

1. Click **Submit**.
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**Note:** You will not receive a Submit button if there is information missing that is required upon submission of the request. You will receive Validation Errors that must be corrected to submit your request. Once all validation errors have been addressed, you can successfully submit your request.
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Once submitted, you will be navigated back to the OSAPS Welcome screen. You will see your search history. The information displayed in My Search History is there to allow the user to view what stage their request is currently in. Please allow 30 days for state staff to process your request.
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Above displays the home screen if an individual were to start their request and not finish. Once an individual starts a request the OSAPS database will store the request if it is not submitted in 60 days. What would you like to do?

- Continue where I left off
- Cancel and start over

My Search History

<table>
<thead>
<tr>
<th>Request ID</th>
<th>Last Modified</th>
<th>Status</th>
<th>Result Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>6225</td>
<td>2/7/2020</td>
<td>Entered</td>
<td></td>
</tr>
</tbody>
</table>

If you are submitting OSAPS Search Requests as a representative of an agency, please complete the Agency User Registration form.

Above displays the home screen if an individual were to start their request and not finish. Once an individual starts a request the OSAPS database will store the request if it is not finished in an Entered status until the individual completes all the required fields and submits the request.
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Above displays the home screen if an individual were to successfully submit their request. The request is waiting to be completed by registry staff. When a request is in the **Submitted** status, an individual will not be able to make any changes or create additional requests.

Once the request has been completed the status message in My Search History will change to **Completed** and the individual will receive an email notification with the results letter attached.