

**Ohio Attorney General's Office
Environmental Background Investigation Unit
Fingerprinting Rules & Guidelines**

Pursuant to R.C. 3734.42(A)(2), applicants and holders of solid, hazardous and/or infectious waste permits in the State of Ohio are required to submit fingerprint cards to the Environmental Background Investigation Unit. Fingerprints may be submitted electronically or by using the ink and paper method.

Individuals who choose to submit ink and paper fingerprint cards must use the blue and white Civilian (BCI) and Applicant (FBI) fingerprint cards. If you need fingerprint cards, you can call the number listed below or submit a fingerprint card request form. Once completed, the request form can be printed and submitted by emailed or faxed to our office. The fingerprint request form can be obtained through the Ohio Attorney General's website listed below

https://www.ohioattorneygeneral.gov/Files/Forms/Environmental-Background-Investigation-Unit-Forms/2009_FingerprintCardRequestForm_EE-2-pdf

In order to meet the statutory obligations, the individual must submit electronic fingerprints from a vendor that can transmit to both BCI and FBI. To obtain a list of approved electronic fingerprint vendors, please visit the Ohio Attorney General's website listed below:

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

When filling out the BCI Civilian Background Check fingerprint card, it is your responsibility to ensure that the correct box has been checked on the card indicating where the fingerprint results are to be returned. Under the heading, "**SEND BACKGROUND CHECK RESULTS TO,**" check the box listed as "*agency listed in agency code box.*" Please also ensure the "**AGENCY CODE**" is listed as *OH920170Z* And, the "**REASON FINGERPRINTED**" should list, *ORC 3734.42 - Hazardous Waste Environmental Background Investigations.*

When filling out the FBI Applicant fingerprint card, it is your responsibility to ensure that "*Environmental Background Investigation Unit, 30 East Broad Street, 25th Floor, Columbus, OH, 43215* has been listed under, "**EMPLOYER AND ADDRESS.**" The agency code listed on the card should read, *1AJ010*. And the "**REASON FINGERPRINTED**" should list, *ORC 3734.42 - Hazardous Waste Environmental Background Investigations.*

Please ensure the **front and back** of each card is **completed and signed**. **It is inappropriate to have fingerprint results sent to your facility or the employee's home address. If that happens, the employee will be required to be reprinted.** Completed ink and paper fingerprint cards should be attached to the personal history disclosure forms. And, please note on the personal history disclosure forms if the fingerprints were submitted electronically.

If you have any questions about the fingerprinting process, please contact the Environmental Background Investigation Unit at 614-466-3843.