

## BACKGROUND CHECK INFO SHEET

- ✚ Needs to be less within one year, and every 5 years thereafter
- ✚ Locations: <http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>
- ✚ All correspondence regarding background checks should be mailed to:  
ABA Outreach Services  
484 Woodbine Circle  
Mayfield Village, OH 44143-1525
- ✚ Consultants and Tutors are eligible to receive their own copy of their BCI check.
- ✚ If you request it within 30 days of your initial check, it is free. If you request it within one year of your initial check, the cost is \$8.00. Follow the instructions below

Go to:

<http://www.ohioattorneygeneral.gov/backgroundcheck>

On the upper left of the page, click on forms; under For Business, click on Background Check forms.

There you will find a request for Copy of Ohio Background Check, following the directions and submit.

If you have any questions, call [877-224-0043](tel:877-224-0043), hit #7