

OHIO CASINO CONTROL COMMISSION



OUT-OF-STATE FINGERPRINT INSTRUCTIONS

An Identify Confirmation Form must be completed by each person being fingerprinted. Please be certain to sign all fingerprint cards (FBI card on front; Ohio BCI card on reverse)

Please read these instructions carefully before you begin the fingerprinting process.

1. Confirm the Contents of your Fingerprint Packet.

A complete Fingerprint Packet consists of the following:

- Two (2) fingerprint cards issued by the FBI;
- Two (2) fingerprint cards issued by the Ohio Bureau of Criminal Identification and Investigation (BCI); and
- An Identity Confirmation form.

2. Complete the Top Portion of the Fingerprint Cards.

In black ink, please fill out the top of the blue fingerprint cards as completely as possible.

- On the BCI cards, be sure to:
 - Check the box labeled “agency listed in agency code box” in the SEND BACKGROUND RESULTS TO box;
 - Write “GPV496” in the AGENCY CODE/or/ORI/AGC box;
 - Check the box labeled “No” in the SEND TO TEACHERS CERT box;
 - Check the box labeled “*Required for licensing/permit” in the REASON FINGERPRINTED box; and
 - Write “3772.07” on the line below the text stating “specify Ohio Revised Code section number” the REASON FINGERPRINTED box.
- On the FBI cards, be sure to:
 - Write “GPV496” in the YOUR NO. OCA box; and
 - Write “3772.07” in the REASON FINGERPRINTED box.

The cards cannot be properly indexed by BCI or the FBI without this information; therefore, incomplete cards will be returned to the applicant. **If your card is missing information or has stray marks your fingerprint card will be rejected**, resulting in a significant delay in processing your application for a license.

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3. Pay the Fingerprint Processing Fee.

There is a \$47.25 fee for processing your fingerprint cards. You are receiving this fingerprint packet as a result of applying for a Casino Gaming Employee or Key Employee license. You are responsible for the \$47.25 fee. However, the company you are affiliated with can agree to pay the Commission the \$47.25 fee on your behalf. Depending upon company policies that are wholly outside the control of the Commission, your employer may choose to seek reimbursement from you for the amount of the fee paid on your behalf.

This fee must be paid electronically by ACH Credit or by check or money order made payable to "Treasurer of State." The ACH Credit Authorization is available on the [Ohio Casino Control Commission's website](http://www.ohio-casino-control.com). The completed authorization can be emailed to info@casinocontrol.ohio.gov or sent to the Ohio Casino Control Commission at the address above. Upon receipt of the authorization, instructions on how to make the payment by ACH Credit will be provided to you using the email address shown on the ACH Credit Authorization form.

4. Get Fingerprinted.

Prints may be taken by any local law enforcement agency, including your local police department or sheriff's office. You are encouraged to contact your local enforcement agency to make arrangements for obtaining your fingerprints. You may be charged a fee by the agency for the "rolling" of your fingerprints. You must have the law enforcement officer rolling your fingerprints sign and date the fingerprint cards in the designated space.

Please be sure that the prints are legible. If they are smudged or blurred, the prints will be rejected by BCI and the FBI, and you will be required to submit a new set of prints, which will delay the Commission's consideration of your license application. Do not fold fingerprint cards.

If you are missing a finger or have a skin irritation or deformity of the hands and/or finger which prevents the taking of clear fingerprints, submit a statement explaining the situation from the law enforcement officer taking the fingerprints (in the case of missing fingers or a deformity) or from a doctor (in the case of a skin irritation). Include the statement with your fingerprint cards at the time you submit them to the Commission.

5. Confirm Your Identity.

To confirm your identity at the time your fingerprints are taken, the law enforcement officer taking your fingerprints must complete and sign the enclosed Identity Confirmation Form. At the time of fingerprinting, you must present the document(s) listed below:

Either **ONE** of the following:

- A current and valid U.S. Passport or U.S. Passport Card;
- A Certificate of Naturalization (Form N-550);
- A Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- A Foreign Passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa; or
- An Employment Authorization Document that contains a photograph (Form I-766).

Or **ANY TWO** of the following:

- An original or certified copy of your birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal;
- A driver's license or ID card issued by a State provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address;
- An ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address;
- A school ID card with a photograph;
- A Voter's registration card;
- A U.S. Military card or military dependent's ID card;
- A Native American tribal document;
- A driver's license issued by a Canadian government authority.

You must also sign and date the bottom of the Identity Confirmation Form. Your signature attests that the document(s) you presented to the person taking your fingerprints for the purpose of establishing your identity is/are genuine and has/have not been falsified in any way, and recognizes that falsifying your identity may constitute a crime under Ohio law and may constitute grounds for the denial of your license application by the Ohio Casino Control Commission.

6. Return the Completed Fingerprint Cards and Other Forms to the Commission.

Please return the following documents to the Commission:

- Your completed FBI and BCI fingerprint cards, as well as any documentation outlining any missing fingers, deformity of the hands and/or fingers or skin irritation; **Do not fold fingerprint cards;**
- The Identity Confirmation Form.

Do not send the fingerprint cards directly to BCI or to the FBI – the cards must be returned to the Commission. Once you have returned the required documentation to the Commission in accordance with the procedure outlined above, the Commission will forward the fingerprints cards to BCI, which will examine your criminal records, if any. BCI will then provide the Commission with a copy of the results of its examination for use in the Commission's licensing determination. If you have any questions about this process, please call 614-387-5688.