109:5-1-03   **Procedure for requesting and processing a search of the retained applicant fingerprint database.**

(A) The bureau of criminal identification and investigation shall maintain a retained fingerprint database as defined in chapter 109.5721 of the Revised Code including names, addresses, and fingerprints of individuals on whom the bureau has conducted a criminal record check for the purposes of determining eligibility for employment, licensure, approval for adoption or volunteer service.

(B) An entity that is required by statute to submit fingerprints and criminal record requests pursuant to chapter 109.572 (E) may elect to participate in the continuous record monitoring service. When the superintendent receives records under chapter 109.57 of the Revised Code that indicate an individual in the retained applicant fingerprint database has been arrested or convicted of a crime, the superintendent shall promptly notify the employer either electronically or via mail that additional arrest or conviction information is available.

(C) The employer may contact the bureau of criminal identification and investigation for detailed information regarding this notification.

(D) The superintendent of the bureau of criminal identification and investigation shall charge an initial fee of five dollars for each individual employee record entered into the retained applicant fingerprint database and on an annual basis thereafter. The payment must be in the form of a business check, money order, or electronic payment made payable to the Treasurer of State of Ohio.

(E) The information provided by the superintendent of the bureau of criminal identification and investigation may only be used for on-going employment or licensing consideration.

Effective:

R.C. 119.032 review dates:

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Certification

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Date

Promulgated Under: 119.03
Statutory Authority: 109.5721
Rule Amplifies: 109.5721