



OHIO DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF MOTOR VEHICLES

## ELECTRONIC WEB CHECK INFORMATION

### PLEASE PRESENT THIS FORM AT THE WEB CHECK LOCATIONS

**Q: Who needs electronic fingerprints?**

**A:** Any Ohio resident applying for a motor vehicle dealers license (new, used, leasing or salvage), auction owner license, distributor license, or salesperson license, and who are listed on the application as any of the following:

- Sole Proprietor (Sole owner)
- Partnership (All partners)
- Corporation (President)
- Limited Liability Company (All members owning 10% or more)
- Trust (All trustees)
- Other Registered Entity (Principal owner)
- Salesperson

**Q: What type of web check is required to be submitted?**

**A:** A BCI check is required for licensing. We DO NOT accept FBI checks.

**Q: How long does it take my electronic fingerprint results to be sent to the Dealer Licensing Section?**

**A:** For the quickest results – the fingerprint results need to be sent electronically to **direct copy “BMV Dealer Licensing”**. Electronic fingerprint results may take 3 - 4 days until results are received by dealer licensing. However, if convictions exist, it may take up to 30 days or more for results to be forwarded to our office.

### OUT OF STATE RESIDENTS

Any out of state residents applying for a motor vehicle dealers license (new, used, leasing or salvage), auction owner license, distributor license, or salesperson license has the option to visit one our Ohio electronic web check locations to complete a BCI check.

Out-of state residents, who qualify for exemption, must submit a fingerprint card, exemption form, and processing fee with the application for license. Call the Dealer Licensing Section (614) 752-7636 to obtain a fingerprint card and exemption form.

Visit [www.ohioattorneygeneral.gov](http://www.ohioattorneygeneral.gov) for exemption information and participating Ohio electronic web check locations.

Please note the Bureau of Criminal Identification and Investigation (BCI&I), processing of fingerprint cards could take 30 days or more.

Did you request the fingerprint results to be sent electronically to **direct copy “BMV Dealer Licensing?”**  Yes  No

### CUSTOMER INFORMATION (To be completed by electronic fingerprint vendor)

|               |      |
|---------------|------|
| TRANSACTION # | DATE |
|---------------|------|

Track the status of electronic fingerprint results at [www.ohioattorneygeneral.gov](http://www.ohioattorneygeneral.gov).