



OHIO DEPARTMENT OF PUBLIC SAFETY
PRIVATE INVESTIGATOR SECURITY GUARD SERVICES

1970 West Broad Street
P.O. Box 182001
Columbus, OH 43218-2001
Phone (614) 466-4130 Fax (614) 466-0342
www.pisgs.ohio.gov

PISGS

WEBCHECK INSTRUCTIONS

This sheet is being provided to help ensure that the Ohio Bureau of Criminal Investigation/ Federal Bureau of Investigation (BCI/FBI) fingerprint results are properly directed to the Ohio Department of Public Safety/Private Investigator & Security Guard Services (PISGS).

Please use the checkboxes in the area below to indicate which type of fingerprints are being requested;

- 1) Ohio Revised Code 4749.06 (Employment as Private Investigators/Security Guards),
- 2) Ohio Revised Code 4749.03 (License/Qualifying Agent application), or
- 3) Ohio Revised Code 4749.06 (FAB/multistate offender for Private Investigators/Security Guards).

Please ensure results are sent to PISGS via "Direct Copy" option.

Before leaving the facility, individuals need to verify that the following was entered correctly:

- Individual's social security number;
- Name as it appears on the individual's driver's license or state ID;
- Reason code submitted is either Ohio Revised Code 4749.03 or 4749.06 (as indicated below);
- That the results of fingerprinting are "Direct Copied" to OHIO DEPARTMENT OF PUBLIC SAFETY – PRIVATE INVESTIGATOR / SECURITY GUARD

If the fingerprints are not submitted as specified above and PISGS does not receive the results, the company will need to submit new fingerprints, further delaying the registration process.

To WebCheck Facility:

This applicant is applying for a Private Investigator Security Guard license or registering as a private investigator and/or security guard, and requires the following:

- BCI required for ALL new registration applications.
Reason fingerprinted: please select 4749.06 *Employment as Private Investigators/ Security Guards*
- BCI required for Provider Licenses/Qualifying Agents (QA).
Reason fingerprinted: please select 4749.03 *License for Private Investigator or Security Guard*
- FBI required for firearm bearer notation (FAB) or multistate offender.
Reason fingerprinted: please select 4749.06 *Private Investigators/Security Guards*

"Direct Copy" to PISG - Ohio Department of Public Safety.

All background results must be "Direct Copied" to PISG - Ohio Department of Public Safety.