



RICHARD CORDRAY
OHIO ATTORNEY GENERAL

June 7, 2010

Dear Private Security School Commanders:

Effective August 1, 2010, the Ohio Peace Officer Training Commission (“OPOTC”) will be requiring a National WebCheck® (BCI&I and FBI) background check be conducted for all students enrolling into any OPOTC Private Security Firearms Training Program. This background check must be conducted at a National WebCheck® facility no later than 60 days prior to the start of the class and no earlier than 90 days prior to the start of the class. For example, if you have a course scheduled to begin on September 1st, 2010; the student(s) must have had his/her background check conducted no earlier than 90 days prior to start of class and no later than 60 days prior to the course, which would be between June 1st, 2010 and July 1st, 2010.

The school commander will provide the student with the Request for National WebCheck® - SF102ps. The student will take the completed form to a National WebCheck® site and have his/her fingerprints scanned. The student will return the signed form to the school commander as verification that fingerprints have been submitted to BCI&I.

The following information must be entered into the National WebCheck® System so that the record checks are conducted and results forwarded to OPOTC as requested:

- **Transaction Type:** Both BCI&I and FBI
- **Reason Fingerprinted:** BCI&I for Licensing/Permit
FBI for Private Investigator/Security Guard (4749)

Due to this new policy, you must report all prospective students to the OPOTC at the time you apply to conduct a firearms school. Therefore, the opening application must include the following forms when received by the OPOTC Field Agent or OPOTC Certification Officer, at least 21 days prior to the start of the school:

- Opening Application (SF100unv)
- School Calendar (SF105unv)
- Completed Request for National WebCheck® (SF102ps) for each student

Receiving these documents in advance will allow the OPOTC to verify that each student attending the firearms training program has had the required background check conducted. Students can not be added after the application is received by the OPOTC Field Agent/Certification Officer, nor will any student be allowed to attend the training course without the background check being verified.



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Once the results are received, the OPOTC will begin to verify the eligibility of each student to attend the training and will notify the appropriate commander via fax, e-mail, or phone of our findings for each student. Those students with no disqualifying offenses will be permitted to attend the course and the commander will be notified. If we find that a student is ineligible to attend the training course we will notify the commander that they must be removed from the Enrollment List and can not attend the training at that time. Those students not eligible to attend the training will need to contact us directly to resolve their situation, if they wish to attend the training course in the future.

Feel free to contact me or Justin Cain at justin.cain@ohioattorneygeneral.gov, or (740)845-2700 should you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Robert Fiatal". The signature is written in a cursive style with a large initial "R".

Robert Fiatal
Executive Director