


All new applicants applying for membership at a central Ohio OhioHealth hospital will be required to have a criminal background investigation conducted by both the BCII and FBI. The fingerprinting will be conducted only at initial application. If you are currently in a formal training program and/or are practicing out of the State of Ohio and are unable to complete the fingerprinting requirement at an OhioHealth hospital (Riverside Methodist Hospital, Grant Medical Center, Doctors Hospital, Dublin Methodist Hospital and / or Grady Memorial Hospital) you may choose to meet this requirement by following these instructions: (All fees associated with this process are at the applicant's expense.)

**Applicant inside the State of Ohio are Required to be fingerprinted for both the BCII and FBI**

**Step 1: Make an appointment with a National Webcheck Vendor inside the State of Ohio.**

- Go to the following website : [www.fastfingerprints.com](http://www.fastfingerprints.com)
- On the Fast Fingerprint home page select 
- At the time of your scheduled appointment request that the BCII and FBI report be sent to the following:

**OhioHealth Group Credentialing Services  
445 Hutchinson Ave., Ste 550  
Columbus, OH 43235**

**Applicants outside the State of Ohio Are Required To Submit a Request for Both the BCII and FBI**

**Step 1: Obtain the Fingerprint Impression:**

The physician/applicant may obtain fingerprints from local Law Enforcement; however you will need to inquire if they have the standard fingerprinting card stock available to perform this process. You will need to request 2 "Notarized" sets of original rolled impression of all ten fingerprints taken simultaneously (these are sometimes referred to as plain or flat impression). Any fees that Law Enforcement may charge are at the physician/applicant's expense.

**Step 2: How to Request a Copy of a BCII and FBI Record:**

- Go to the following website : [www.fastfingerprints.com](http://www.fastfingerprints.com)
- On the Fast Fingerprint home page select "Fingerprint Cards"
- Follow instructions as provided on Fast Fingerprints card scanning web page.
- Download, print and complete the "Fingerprint Card Scanning Form"
- Request that the BCII and FBI Report be sent to the following:

**OhioHealth Group Credentialing Services  
445 Hutchinson Ave., Ste 550  
Columbus, OH 43235**

- Send your 2 sets of "Notarized" sets of fingerprint cards , Fingerprint Card Scanning Form and payment to:

**National Background Check, Inc.  
Card Scanning  
1486 Bethel Road  
Columbus, OH 43220**

**Please Note: Failure to complete the criminal background investigation requirement will terminate the process.**