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## Emergency Notice regarding Background Check Processing

November 30, 2007

Until further notice, the Department will be temporarily allowing applicants to complete the fingerprint/background check requirement at any point during the licensure process. This temporary change in process is due to the unexpected delay of approximately 10-20 days that it is taking for the Ohio Department of Insurance to receive background check results from Ohio Bureau of Criminal Identification and Investigation (BCI). This means that, until further notice an applicant may have his/her fingerprints taken at an authorized WebCheck location at any point prior to or after passing the Department's examination at Promissor. However, the license application must still only be submitted to the Department after successful completion of the examination.

Please review the Department's website for a list of authorized WebCheck vendors. Please be advised that the WebCheck machines located at the Promissor test centers are **ONLY** available to applicants immediately after successful completion of the examination. (No walk-ins are available).

If you have any questions, please contact the License Division at (614) 644-2665.

### **License Process for obtaining an Ohio insurance license:**

- 1) Complete pre-license education requirement from an Ohio approved pre-license provider.
- 2) Register and take the State's Insurance examination at a Promissor test center.
- 3) Complete and submit insurance application and any supporting documentation to the Ohio Department of Insurance. (**Only after** successful completion of examination).
- 4) Complete fingerprint requirement for background check at any Ohio Promissor test center or at an authorized WebCheck vendor. (**Until further notice, this part of the process may be completed at any point during the license process**).

**Accredited by the National Association of Insurance Commissioners (NAIC)**

**Consumer Hotline:** 1-800-686-1526

**Fraud Hotline:** 1-800-686-1527

**OSHIIP Hotline:** 1-800-686-1578

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