To apply for certification or re-certification, you must obtain a criminal background check. **IMPORTANT:** If you are applying for certification for the first time, **DO NOT** complete a background check until you have completed training, passed your exam and submitted **ALL ITEMS** on the Certification Application Packet Checklist (including eBased Academy Certificates of completion).

To find a background check agency in your area, visit: https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing.aspx

- If you have no criminal offenses, or you only have offenses in the State of Ohio, you will only need to complete a Bureau of Criminal Investigation Background Check (BCI).

- If you have a criminal offense that took place outside of Ohio, you will need to complete **both** a BCI and FBI background check.

**Codes:**
- For BCI, use code: “Other” and write in “Ohio Certified Peer Recovery Supporter”
- For FBI, use code: “Volunteer Children’s Act”

**Have background checks(s) sent directly to OhioMHAS at:**

Ohio Department of Mental Health & Addiction Services  
ATTN: Peer Services  
30 East Broad Street, 36th Floor  
Columbus, Ohio 43215

*** IT IS VERY IMPORTANT TO INCLUDE “ATTN: PEER SERVICES” IN THE ADDRESS! BACKGROUND CHECKS NOT SENT TO PEER SERVICES’ ATTENTION MAY NOT ARRIVE! ***

Background checks may take **30-45 days** to arrive at OhioMHAS.