

INSTRUCTIONS FOR BACKGROUND CHECK FORMS FOR UNCLASSIFIED POSITIONS

The required forms are:

1. DAS Background Check Form A (*to be submitted to the Ohio Department of Public Safety*)
2. DAS Background Check Form B (*to be retained by hiring agency*)
3. Department of Taxation – Limited Tax Waiver (*to be submitted to the Ohio Department of Public Safety*)

The hiring agency should have the prospective job candidate complete the forms, sign as necessary, have the Department of Taxation – Limited Tax Waiver form notarized, and submit all of the properly completed forms to the hiring agency for processing.

Upon receipt of the properly completed forms, the hiring agency should process them as follows:

The DAS Background Check Form A and the Department of Taxation – Limited Tax Waiver form need to be sent to the Department of Public Safety at the following address:

Department of Public Safety
Administration Division
1970 West Broad Street
Columbus, OH 43223
Attn: Brenda S. Miller
Email: BackgroundRequest@dps.state.oh.us
Fax: (614) 995-5153

The hiring agency should include with the forms submitted to the Department of Public Safety the name, mailing address, e-mail address, and telephone number of the agency representative to whom the background check results are to be communicated.

Note – DAS Background Check Form B is not to be submitted to the Department of Public Safety. This form is for the internal use of the hiring agency.