Background Check Request (DCY 01175)

The Ohio Professional Registry (OPR) and the Ohio Department of Children and Youth (DCY) work together to support the process for background checks. Professionals working at the program types listed below will be able to submit the DCY 01175 electronically from their OPR Profile.

Program Types:

- Department of Children and Youth (DCY)) licensed child care centers, Type A FCC homes and Type B FCC homes
- County Department of Job and Family Services (CDJFS) certified In-Home Aide (IHA)
- Ohio Department of Education and Workforce (ODEW) licensed programs approved to provide publicly funded child care (PFCC) services
- Child Day Camps approved to provide PFCC services

For complete information on the Background Check Process please refer to the information posted on the Department of Children and Youth (DCY) site: Background Checks.

Additional guidance for Outside of the United States/Out of Country can be found here.

Additional guidance for Out-of-State requests can be found here:

How to submit a request:

Log in to your Ohio Professional Registry (OPR) profile.

If you cannot log in, do not create a new profile. Contact OPR Support at 614-396-5959, or email support@occrra.org. The OPR staff will assist you with log in issues and password resets.

From the left side menu panel –

1. Select My Account
2. Account
3. select Request Background Check.
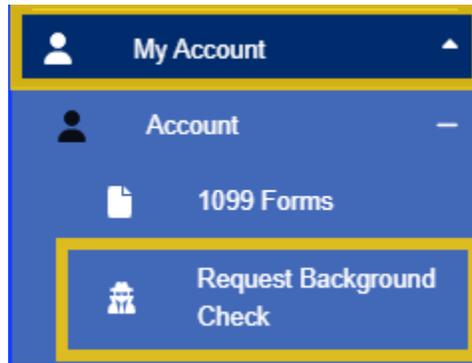
4. Complete Security check by clicking on images as instructed
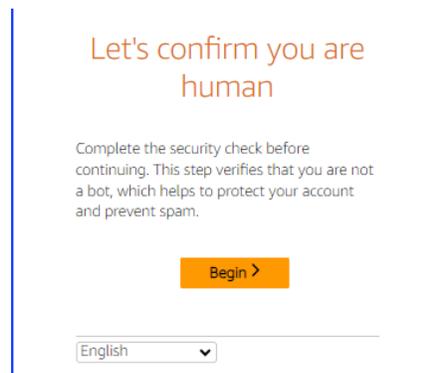
5. Review the information on the overview screen as it provides guidance on what information is needed to complete the background check.
6. Click "Start Request"

Completing the Background Check Request

Review the Profile Account information that has been pulled directly from your OPR Profile.

- If this information is not correct, click Edit Profile to return to the OPR and update your profile.
- Note: if you return to your profile to make changes, you must click on Request Background Check Request to begin again.
- If the information is correct, click Start Request

Please review the above summary of your profile for accuracy. If the profile information is not correct, please edit your profile as it may delay the processing of your background checks. To edit your profile, please click "Edit Profile" to the right and make the necessary changes.

Edit Profile   **Cancel**   **Start Request**

Section 1: Personal Information

Note: Personal information is pulled directly from your profile, other items that need to be completed will have an empty text box for you to enter your information.

1. Enter your Social Security Number (the number will only display the last four digits).
2. Add any aliases or former names.
3. Add your current address and the dates that you've resided at the address
   • Your current address will be pulled from your OPR profile. Enter a 'From' date to begin the address entry process. If you've only lived at one address in the past five (5) years, enter the 'From' date and proceed to step 4.

Current Address *

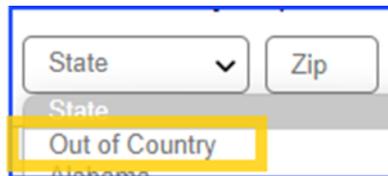| Street Address	City	State	Zip	County	From	To
2469 Stelzer road	Columbus	Ohio	43219	Franklin	MM/DD/YYYY	02/20/2026

If you've lived a more than one address in the last five (5) years, the system will automatically provide a "Previous Addresses" line. Continue to add addresses until there is evidence of five years.

Current Address *

Street Address	City	State	Zip	County	From	To
123 Apple	Columbus	Ohio	43219	Fairfield	08/01/2023	08/31/2023

Previous Addresses Since 9/1/2018 (if current address is less than 5 years) *

	Street Address	City	State	Zip	County		To
1.	Street Address	City	State	Zip	County		07/31/2023

Outside of the Unites States (out of country):

Follow steps 1- 3 above

- Enter the Street Address
- Enter the City
- Click in the State box and select Out of Country
- Enter the dates of residency

4. Complete demographic information:

5. Select your role
6. Select Reason For Request
7. Select Yes or No for Worked/Resided in a Child Care Program in the last 6 months

Out of State Requests or Additional Text Needed:

Follow steps 1-7 above, and then complete the following:

For a former Ohio resident needing a background check for another state, please select "Out of State/Former Ohio Resident" as the reason for request and use the text box below to include other instructions. For example, "please send results to anotherstate@gmail.com."

> Use text box to provide any additional information for processing.

8. Click "Next Session" when done.

Section 2: Program Search

Search for the program(s) that need to receive the Background Check Results (DCY 01176).

1. Type in a Program Name or Program License Number in the text boxes provided, then search.

Note: If you are not currently employed in child care, you can still have your Background Check completed. Only click on "No program associated at this time.

| Enter Program Name | | 🔍 | ☐ No program associated at this time |
| Enter Program Number | | 🔍 | |

2. Select from the list of programs that will display after you enter a program name or number by checking the box next to the program
3. Click on "Add"

****Repeat steps 1-3 to add more programs****

4. Signature: Type in your name
5. Check the box to "agree to the terms and conditions"
6. Submit

A confirmation will appear on the screen to confirm the completion of the Background Check Request.

A notification will be sent to the Notifications tab of your OPR profile confirming the completion of the request.

Once the background check request is made through the Ohio Professional Registry Profile, DCY processes the background check. The OPR cannot answer any questions about results and you will need to contact DCY for any information on the status of the background check. Also remember standard processing time is **30 business days**. Include the name and OPIN of the professional and email: ccbackgroundcheck@childrenandyouth.ohio.gov.

If the background check has been completed successfully, the administrator needs to search for the results (form DCY 01176) via the Organization Dashboard by searching for the professionals last name in the Name section.

Contact support@occrra.org for questions about completing the form in your OPR profile.