

**PROCEDURE FOR A CIVIL BACKGROUND CHECK
FOR CHILD ABUSE AND NEGLECT
OHIO DEPARTMENT OF JOBS AND FAMILY
SERVICES**

As an applicant to act in the compacity of a Guardian ad Litem within Hamilton County Juvenile Court's system, you will need to complete a civil background check, in addition to the Criminal Background Check (BCI/FBI).

Provided below is the link you need to access in order to set up an account and then request your background check. This link will walk you through this process.

You will need to type in the search bar exactly as it appears below:
[Ohio's SACWIS Alleged Perpetrator Search \(OSAPS\) | Job and Family Services](#)

Any questions about navigating the site or clarifying what they need should be directed to the Central Registry at 614-752-1298 or email them at OSAPSRequest@jfs.ohio.gov