



Ohio Administrative Code

Rule 3796:5-2-04 Provisional Employee Identification Cards.

Effective: June 7, 2024

(A) The division may issue a provisional employee identification card to any individual required to obtain an employee identification card pursuant to rules 3796:5-2-01, 3796:6-2-07, or 3796:6-2-08 of the Administrative Code.

(B) A licensee seeking a provisional employee identification card shall submit the following to the division on behalf of the applicant:

(1) All employee identification card application materials as required under rules 3796:5-2-01, 3796:6-2-07 or 3796:6-2-08 of the Administrative Code;

(2) The associated application fee as defined by rules 3796:5-2-02 and 3796:6-5-01 of the Administrative Code; and

(3) Assurance by the licensed entity of the following on a form prescribed by the division:

(a) The licensee conducted a thorough background evaluation to confirm the applicant does not have a disqualifying offense, as defined by rule 3796:1-1-01 of the Administrative Code; and

(b) Confirmation that the applicant submitted all required information to the Ohio bureau of criminal identification to obtain an Ohio and federal bureau of criminal records check as required by sections 3796.12 and 3796.13 of the Revised Code.

(C) Provisional Employee Identification Card.

(1) Upon receipt of a complete application, the division shall process the application and issue the applicant a provisional employee identification card.

(2) The applicant may then immediately commence business at the associated licensee.



(3) Unless otherwise authorized by the division, an applicant's provisional employee identification card expires three months after the date of issuance.

(D) Division review of application.

(1) The division shall review the employee identification card application and accompanying Ohio and federal criminal identification records checks when received and will approve or deny issuance of an employee identification card pursuant to rules 3796:5-2-01, 3796:6-2-07 or 3796:6-2-08 of the Administrative Code.

(2) If the division issues the applicant an employee identification card under this chapter, it shall replace the provisional employee identification card issued pursuant to this rule.