Completing an Ohio SACWIS Alleged Perpetrator Search (OSAPS) for Public and Private Agencies

User Guide

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Overview

This user guide provides step-by-step instruction for an agency representative completing an Ohio SACWIS Alleged Perpetrator Search (OSAPS).

Create OH|ID Account

If you do not have an OH|ID Account, you will be required to create an account to access OSAPS.

Follow the URL https://ap.jfs.ohio.gov/Login.aspx.

The Ohio ID Portal screen appears.

1. Click, **Log in from OH|ID.**

The Create Your OH|ID Account (Profile Information) screen appears.

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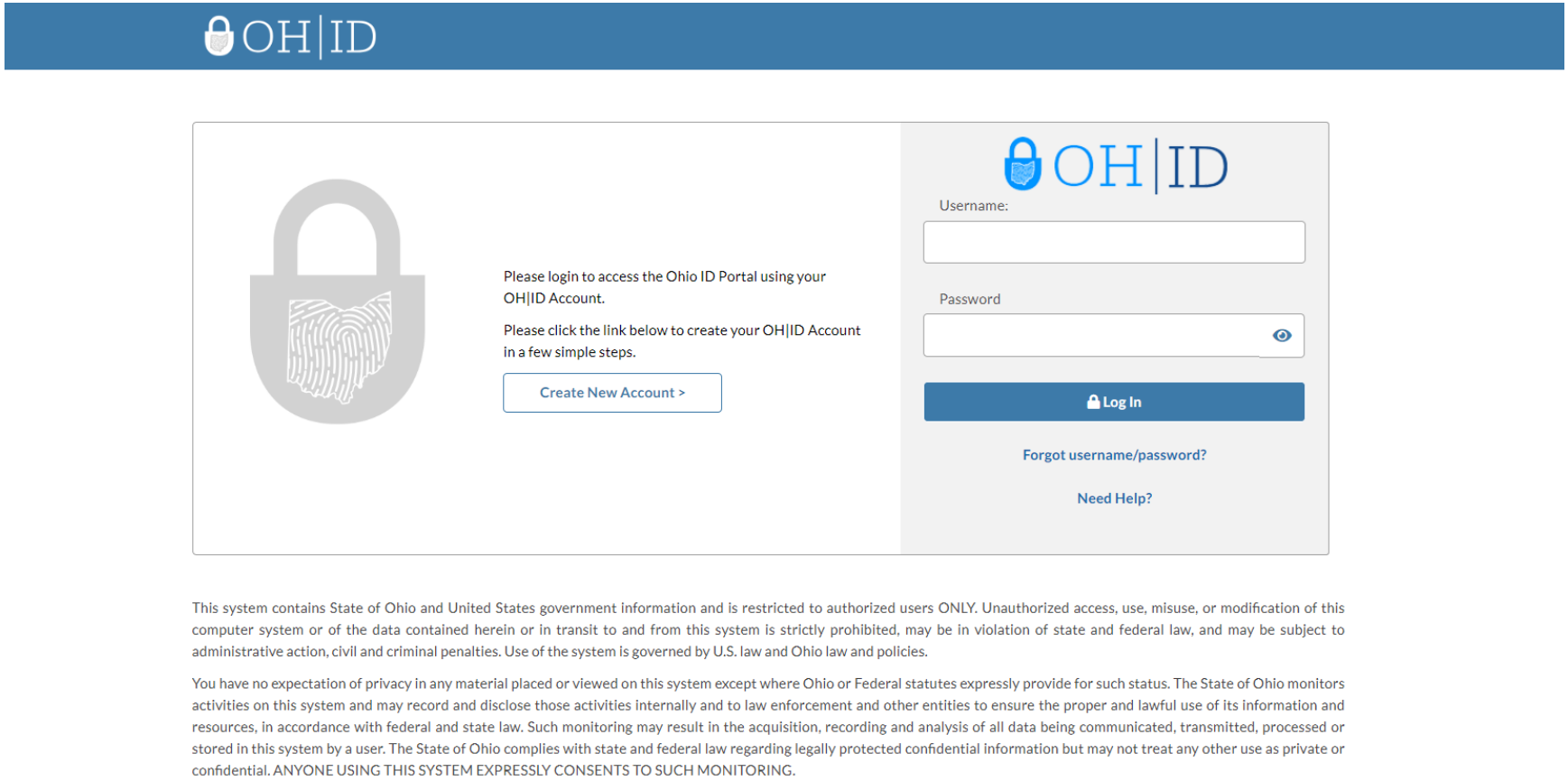
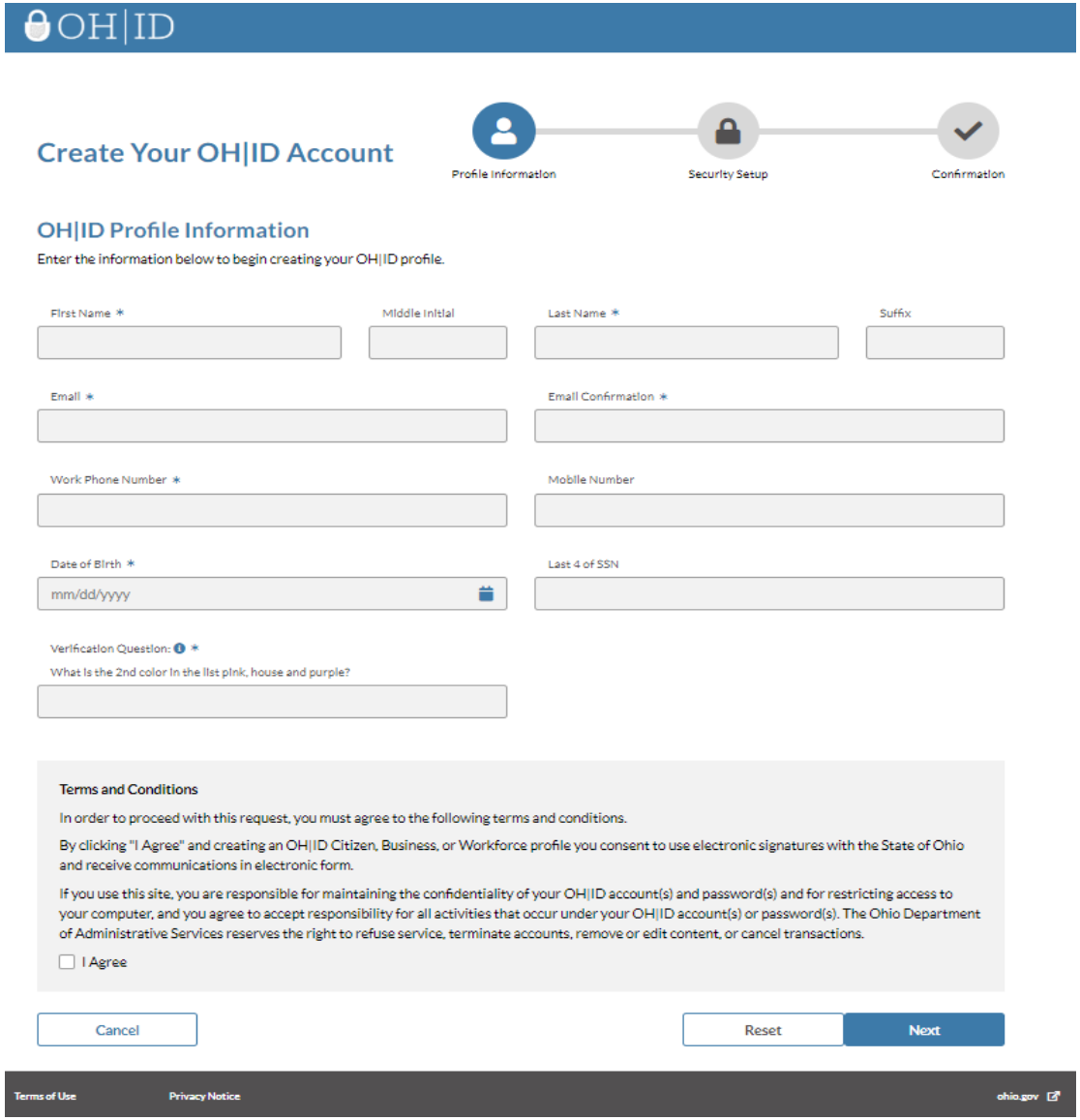


1. Click, **Create New Account >**

The Create Your OH|ID Account (Profile Information) screen appears.



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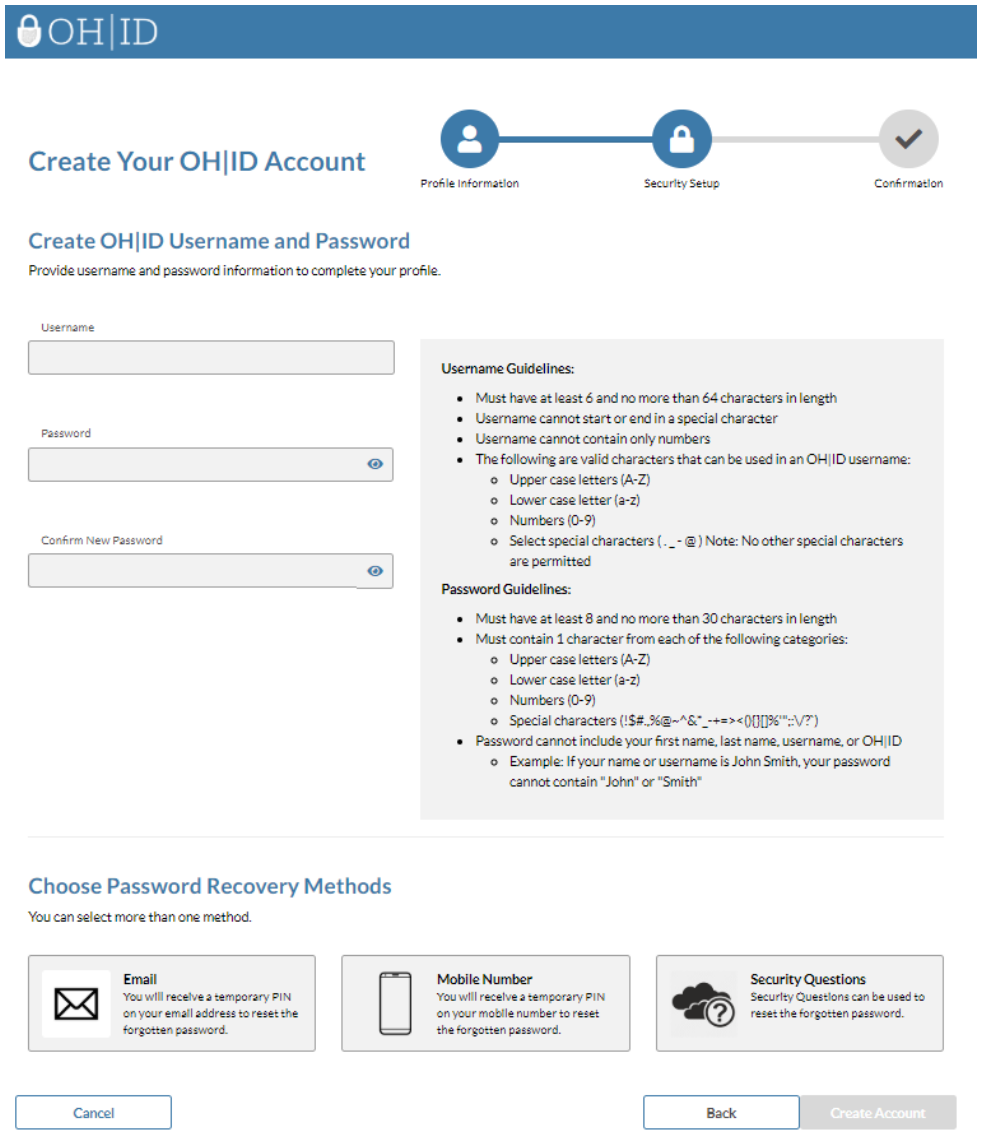
Note: The blue asterisk (*) indicates a required field.

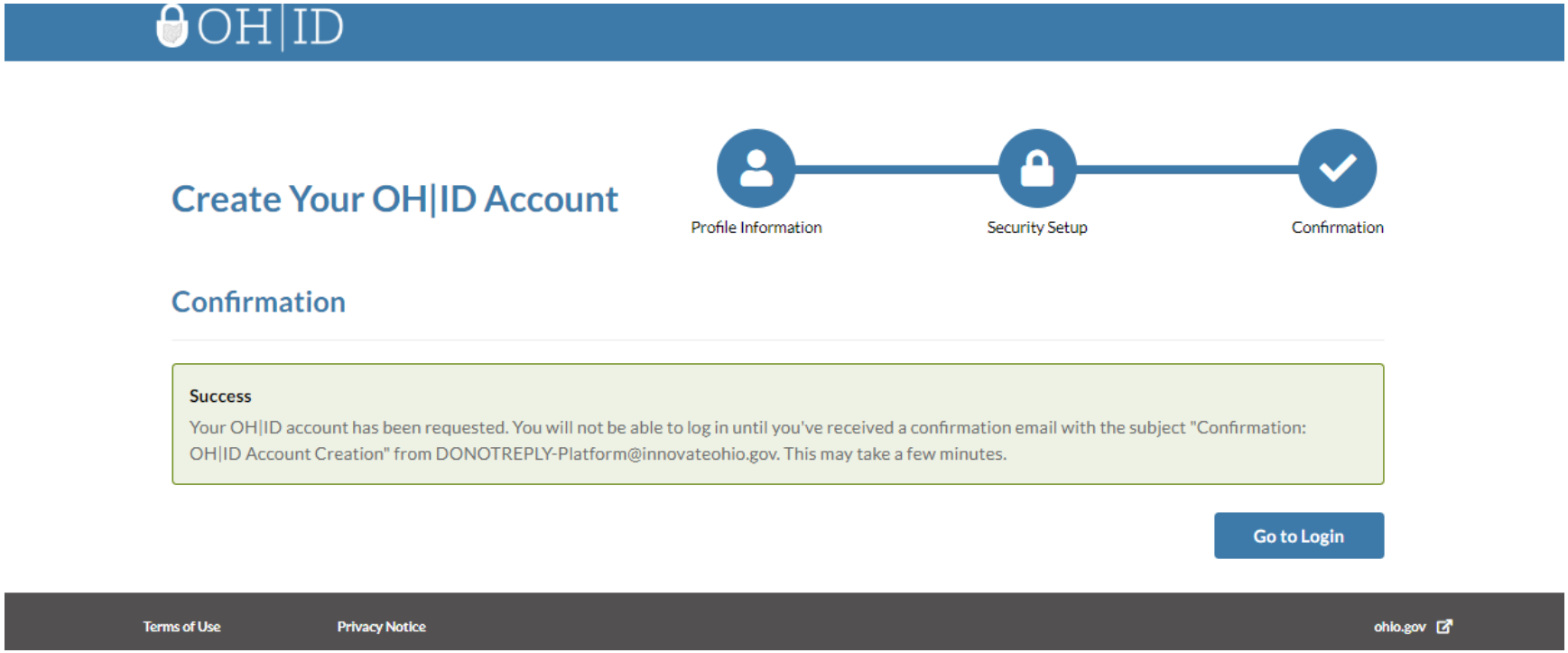
1. You must enter **First Name, Last Name, Email, Email Confirmation, Work Phone Number, Date of Birth** and **Verification Question** to create an Ohio ID.
   Note: Only one account can exist per email address.
2. To proceed with the request, you must agree to the **Terms and Conditions.**
3. If you agree, click the checkbox '**I Agree**.'
4. Click, **Next.**

The Create Your OH|ID Account (Security Setup) screen appears.



1. Enter a **Username** per the Username Guidelines.
2. Enter a **Password** and **Confirm New Password** per the Password Guidelines.
3. Select a **Password Recovery Method** from Email, Mobile Number or Security Questions.
4. Click, **Create Account.**

The Create Your OH|ID Account (Confirmation) screen appears.



Note: You will not be able to log in until you've received a confirmation email with the subject "Confirmation: OH|ID Account Creation" from DONOTREPLY-Platform@innovateohio.gov. This may take a few minutes.

Once you receive your confirmation email, you may return to https://ap.jfs.ohio.gov/Login.aspx.

Agency User Registration

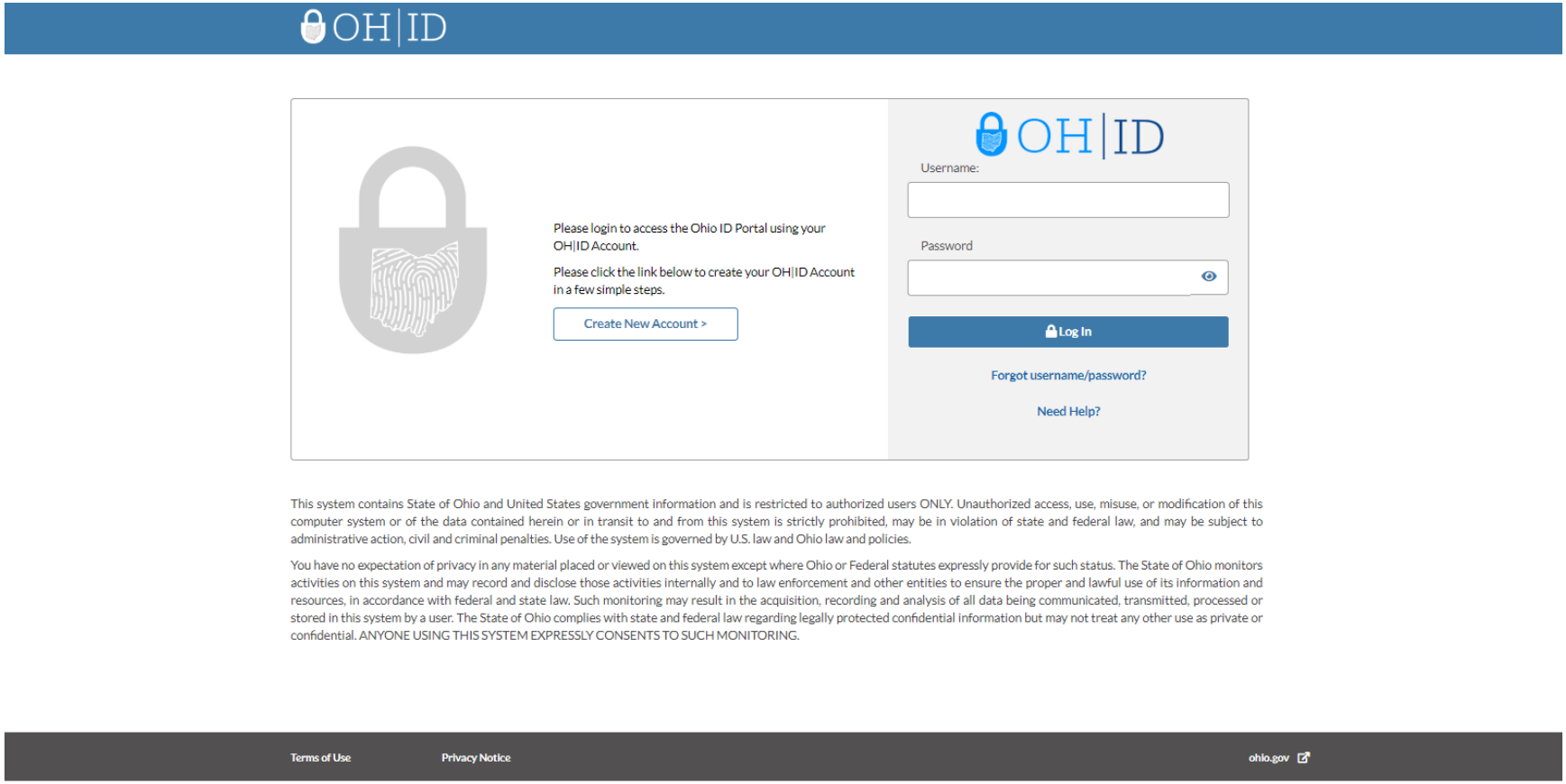
Follow the URL https://ap.jfs.ohio.gov/Login.aspx.

The Ohio ID Portal screen appears.

2. Click, **Log in from OH|ID.**

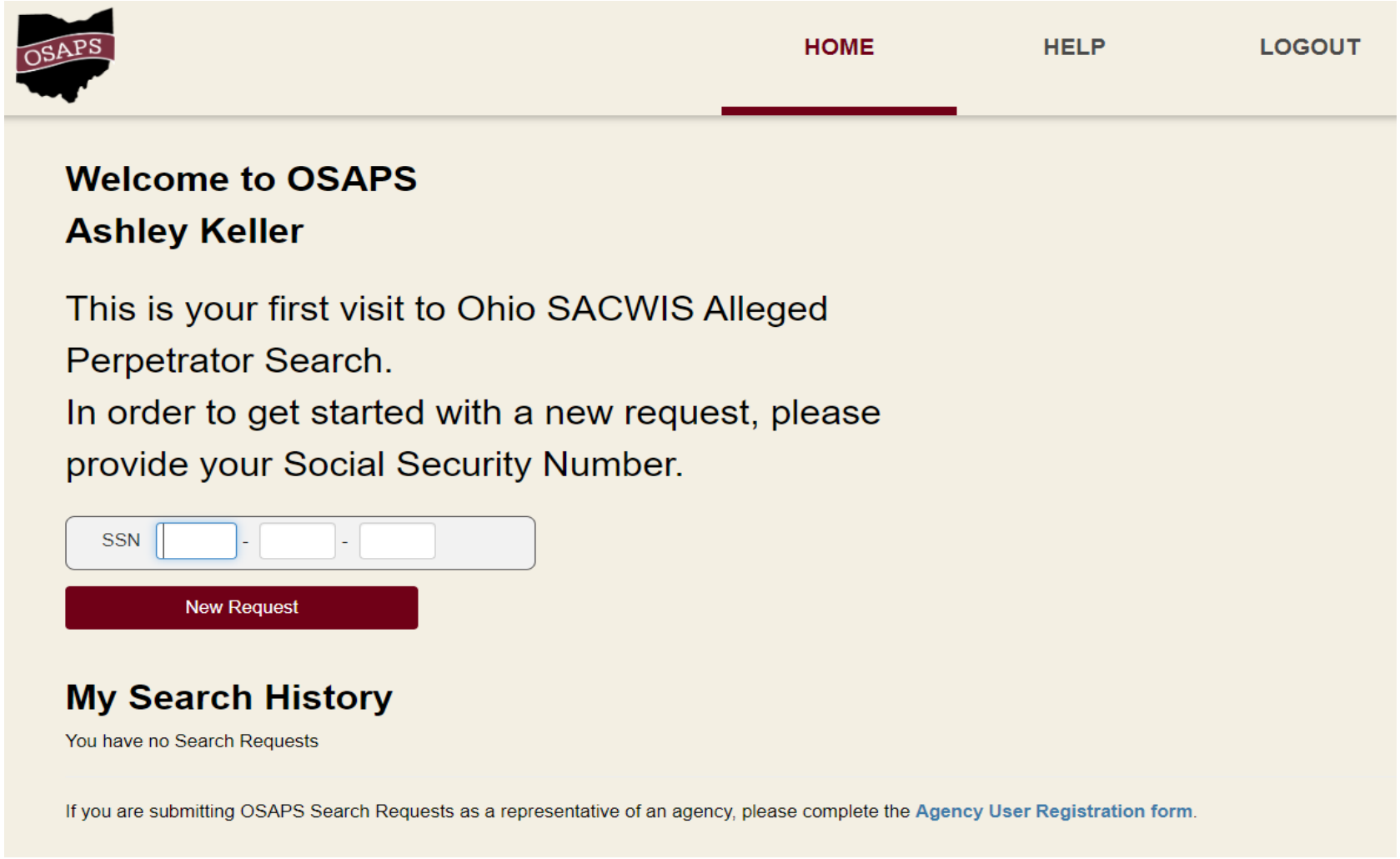
Note: If you do not have an Ohio ID Account, you must create one prior to logging into OSAPS. Please see **Create Your OH|ID Account** instructions above.

The OH|ID login screen appears.



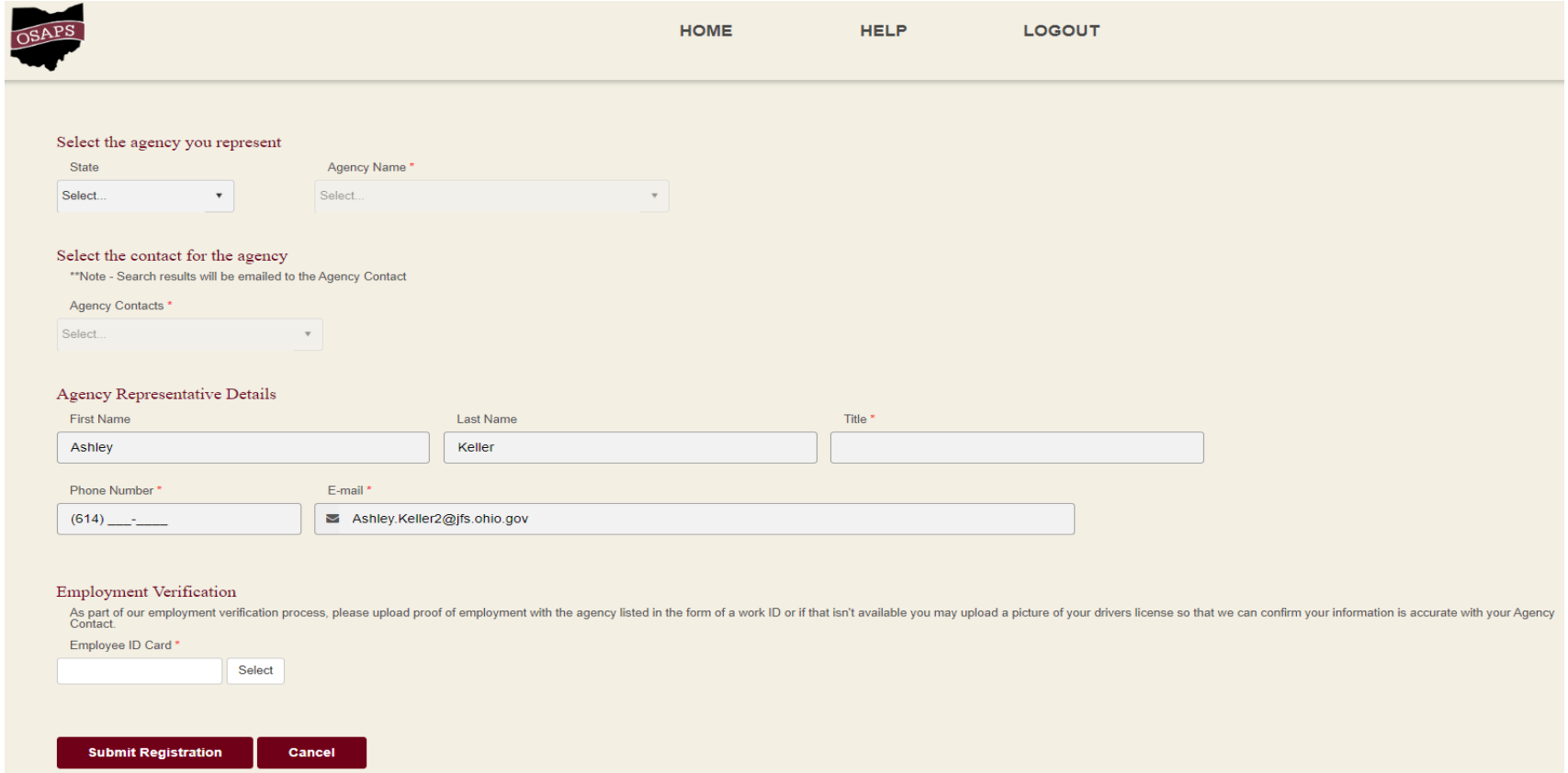
1. Enter Username and Password.
2. Click, **Log In**

Welcome to OSAPS screen appears.



1. Click, **Agency User Registration form.**

The Agency Registration screen appears.



Note: The red asterisk (*) indicates a required field.

1. Select the agency you represent
    a. Select the **State** from the dropdown.
    b. Select the **Agency Name** from the dropdown.
        i. When ‘Add an Agency’ is selected, **Enter your Agency’s name**.

2. Select the contact for the agency
    a. Select the **Agency Contacts** from the dropdown.
        i. When 'Add an Agency Contact' is selected, enter your direct supervisors' information: **Contact First Name, Contact Last Name, Contact Title, Contact Phone Number, Contact E-mail, Address Line 1, City, State, ZIP Code.**
3. Agency Representative Details

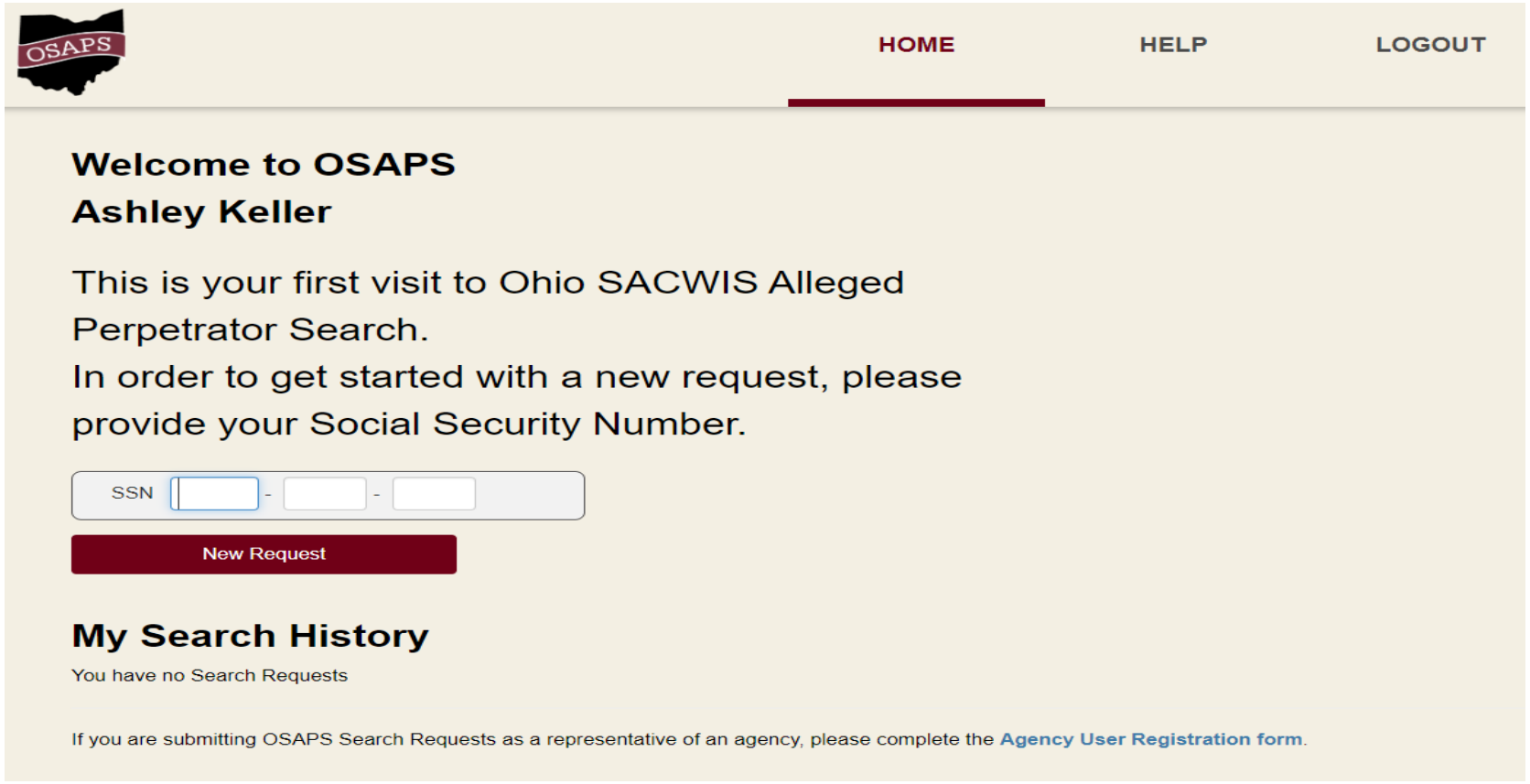
   Note: Some of the information will be populated from your Ohio ID information. Please ensure accuracy.
    a. Enter **First Name**, **Last Name**, **Title**, **Phone Number**, **E-mail**.
4. Employment Verification
    a. Click, **Select.**
        i. You will need to provide a photo copy of your work lanyard. If this is not available, you can submit a photo of your state ID in order to confirm your information is accurate with your agency contact.
5. Click, **Submit Registration**.
    a. An e-mail will be sent to the e-mail on our Ohio ID account once your access has been approved.

Add New Request

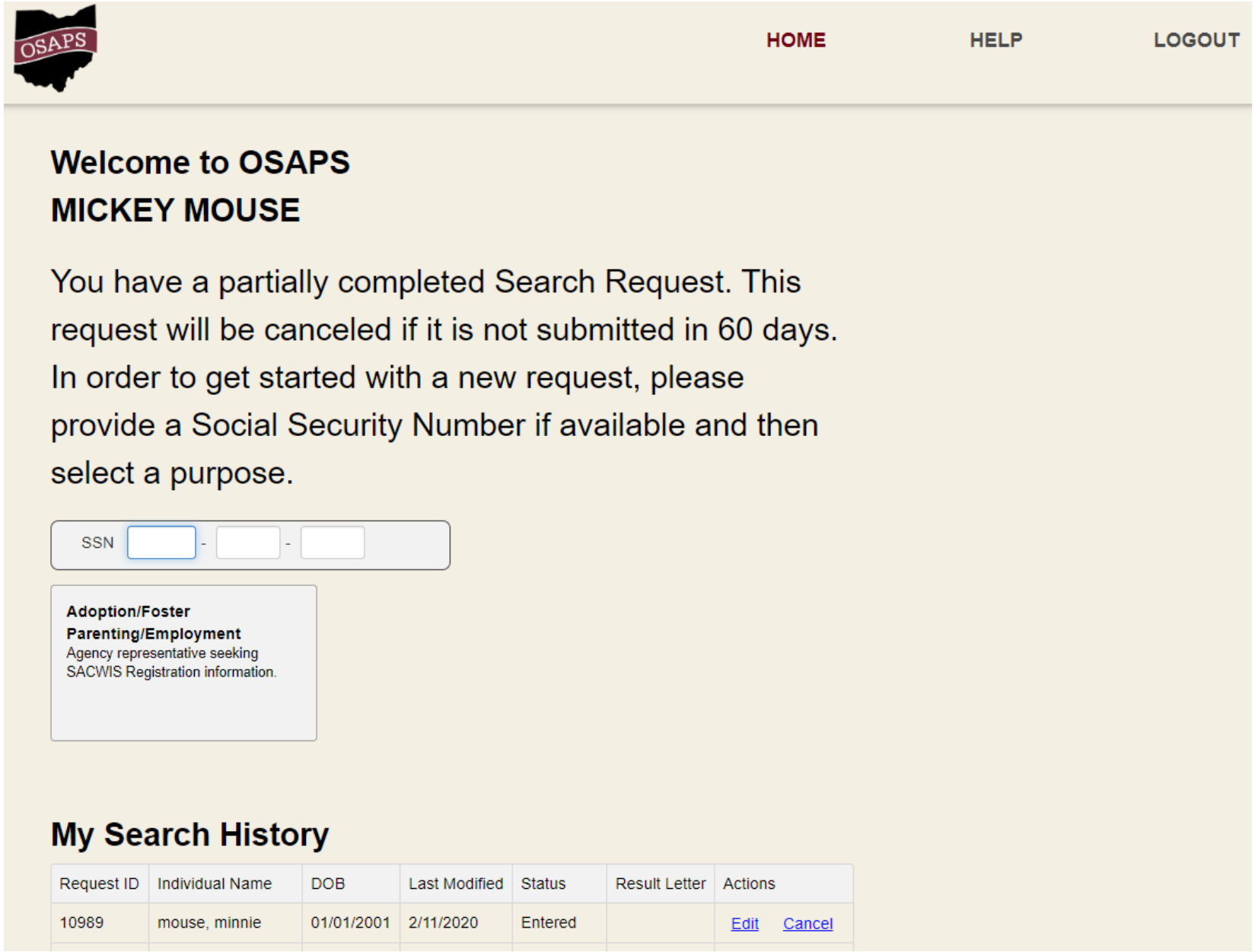
Log into https://ap.jfs.ohio.gov/Login.aspx.

Welcome to OSAPS screen appears.

Note: The initial screen may look different dependent upon your agency.



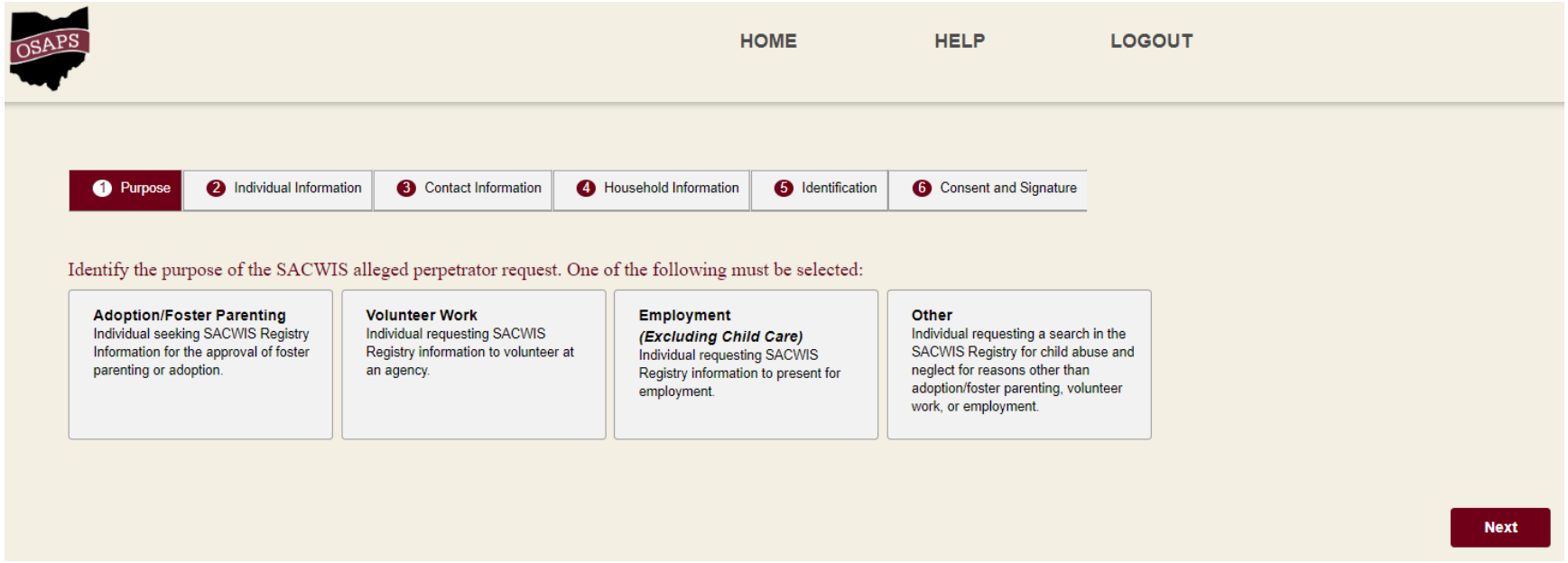
OR


OSAPS
HOME
HELP
LOGOUT
Welcome to OSAPS
MICKEY MOUSE
You have a partially completed Search Request. This request will be canceled if it is not submitted in 60 days. In order to get started with a new request, please provide a Social Security Number if available and then select a purpose.
SSN
-
-
Adoption/Foster Parenting/Employment
Agency representative seeking SACWIS Registration information.
My Search History
Request ID
Individual Name
DOB
Last Modified
Status
Result Letter
Actions
10989
mouse, minnie
01/01/2001
2/11/2020
Entered
Edit
Cancel

1. Enter **SSN.**
   Note: **Enter the Social Security Number of applicants you need a child abuse/neglect history search on in Ohio.**
2. Click, **New Request** or the **Adoption/Foster Parenting/Employment tile (dependent on the agency).**

The Purpose screen appears.

Purpose



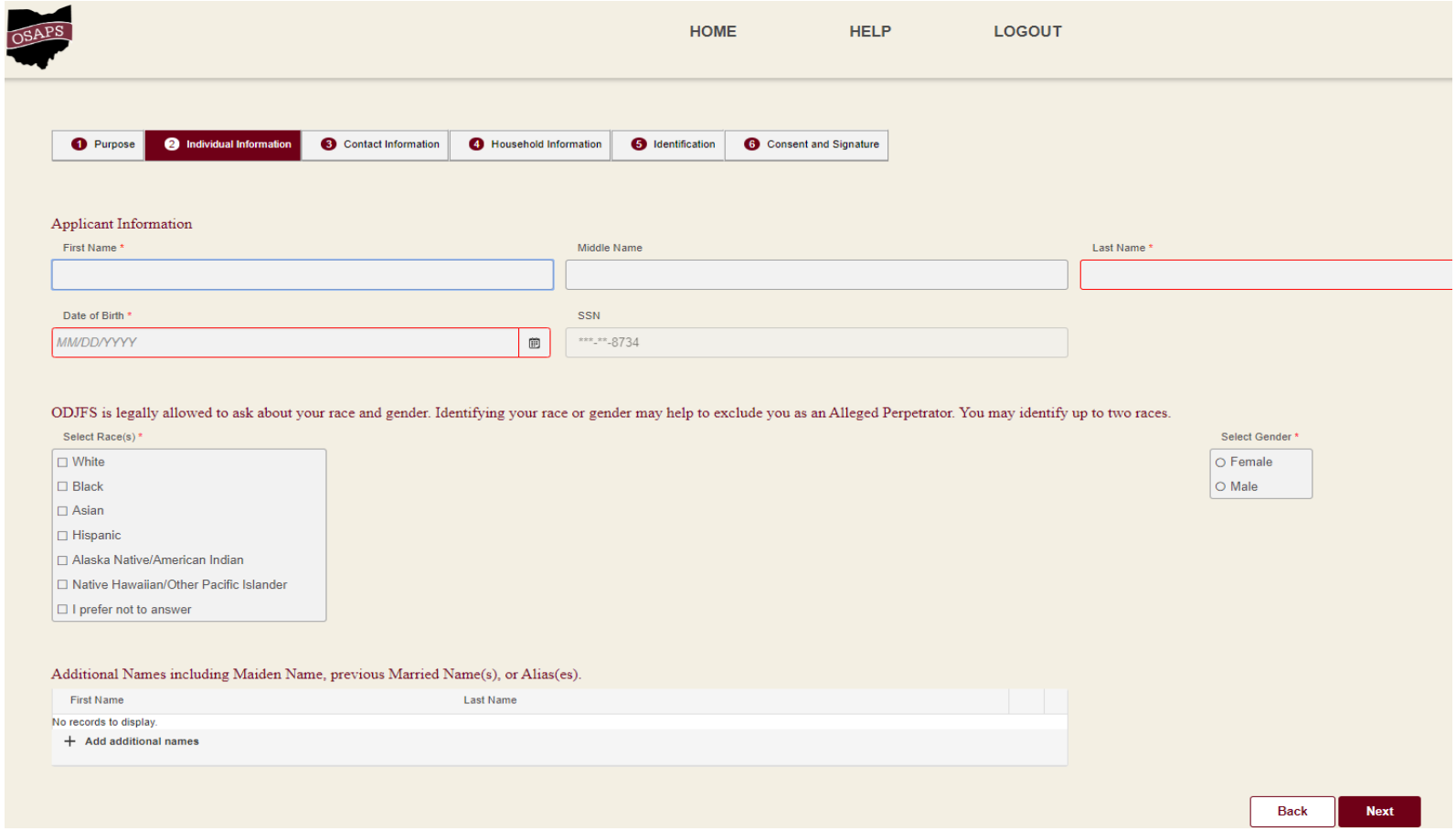
1. Select a tile (Adoption/Foster Parenting, Volunteer Work, Employment (Excluding Child Care) or Other).
   Note: Dependent on your agency, you may only see one tile: Adoption/Foster Parent/Employment.
2. Click, **Next** or the **Individual Information** tab**.**

The Individual Information screen appears.

Individual Information

Note: The Applicant Information is the person on whom you are requesting an Alleged Perpetrator search.

The red asterisk (*) indicates a required field.

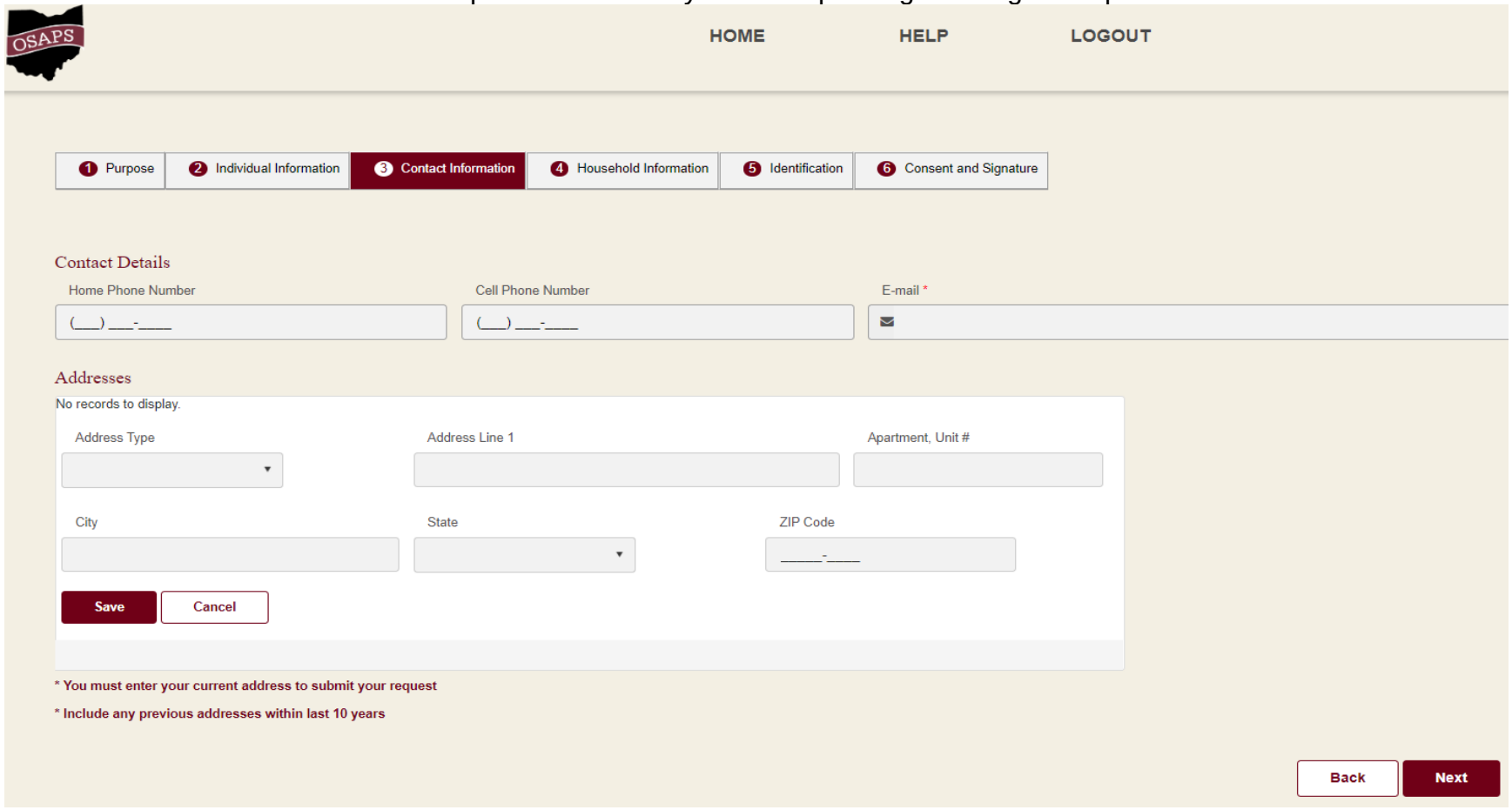


1. Enter **First Name, Last Name, Date of Birth.**
2. **Select Race(s).**
3. **Select Gender.**
4. Click, **Next** or the **Contact Information** tab**.**

The Contact Information screen appears.

Contact Information

Note: The Contact Details are for the person on whom you are requesting an Alleged Perpetrator search.



The red asterisk (*) indicates a required field.

1. Enter **Home Phone Number, Cell Phone Number, E-mail.**
2. Click, **+Add Additional Address.**

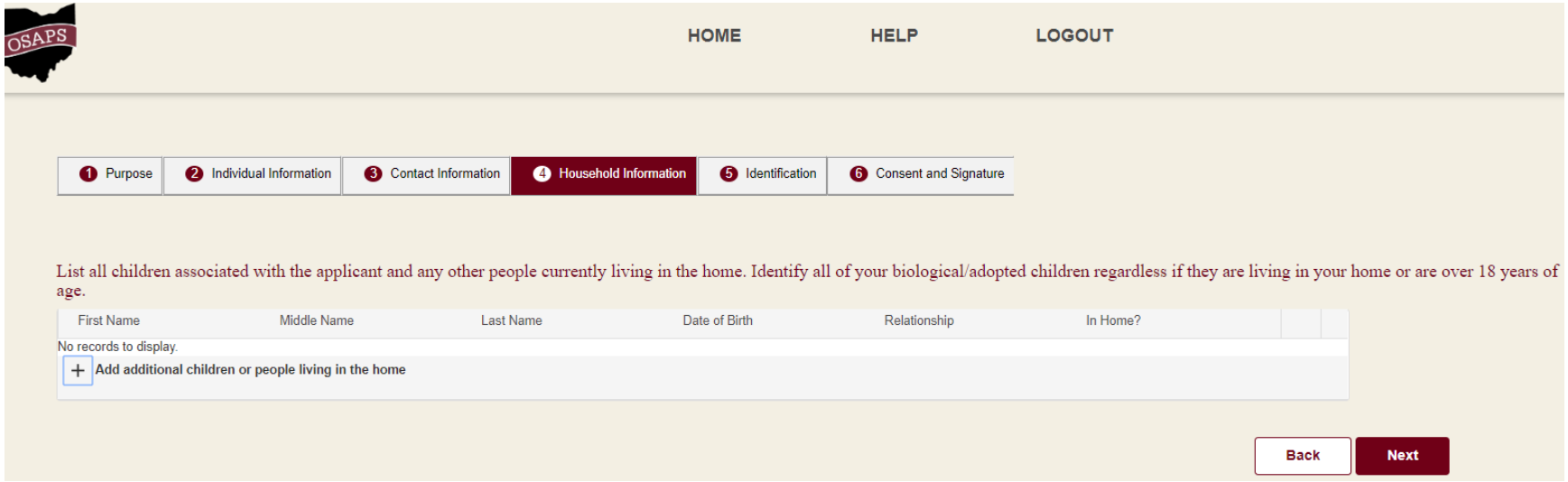
a. Select, **Address Type** from the dropdown.
b. Enter **Address Line 1, City, State, ZIP Code.**
c. Click, **Save.**

3. Click, **Next** or the **Household Information** tab**.**

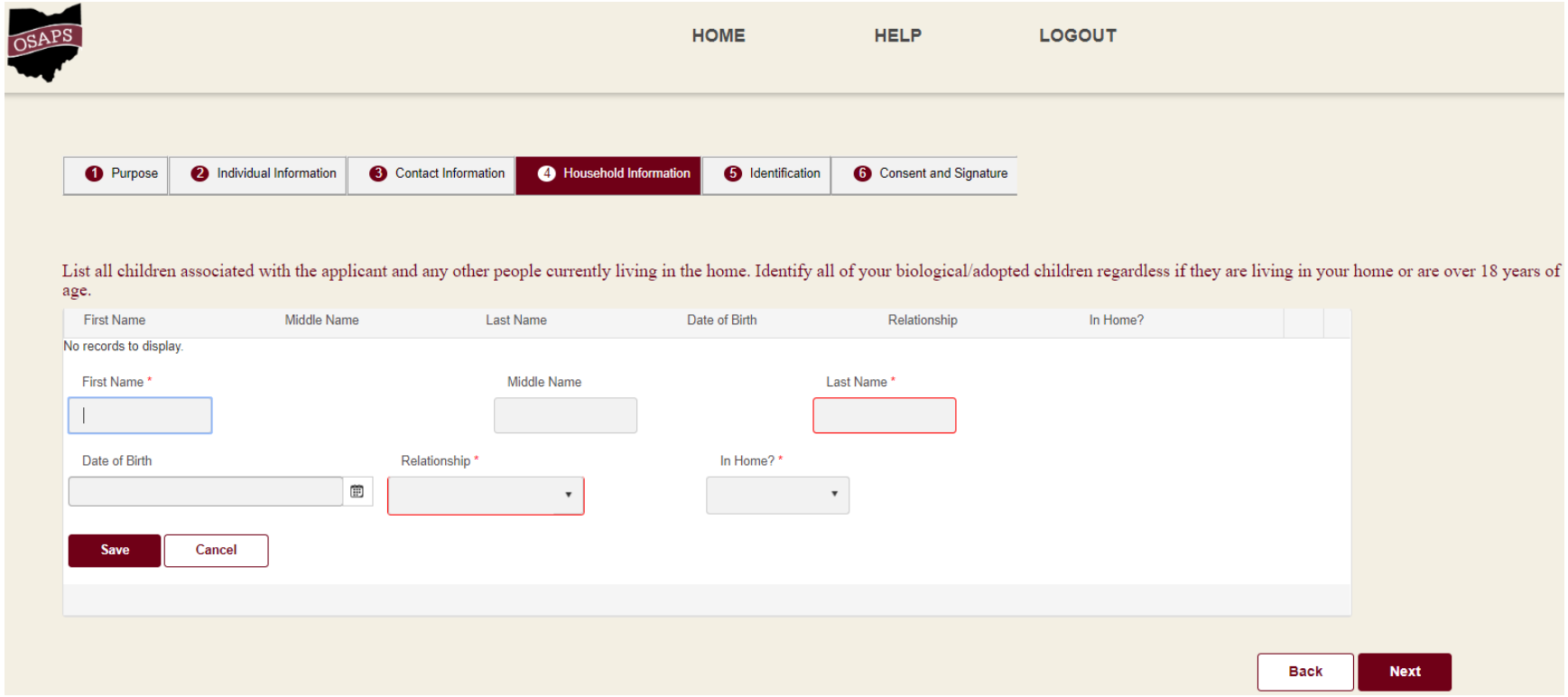
The Household Information screen appears.

Household Information

Note: List all children associated with the applicant and any other people currently living in the home. Identify all of your biological/adopted children regardless if they are living in the home with the applicant or are over 18 years of age.



1. Click, **+Add additional children or people living in the home.**



The red asterisk (*) indicates a required field.

2. Enter **First Name, Last Name.**
3. Select, **Relationship** from the dropdown.
4. Select, **In Home?** from the dropdown.
5. Click, **Save.**
6. Click, **Next** or the **Identification** tab**.**

The Identification screen appears.

Identification

Note: You must upload two documents to confirm the identity and Social Security Number of the applicant.

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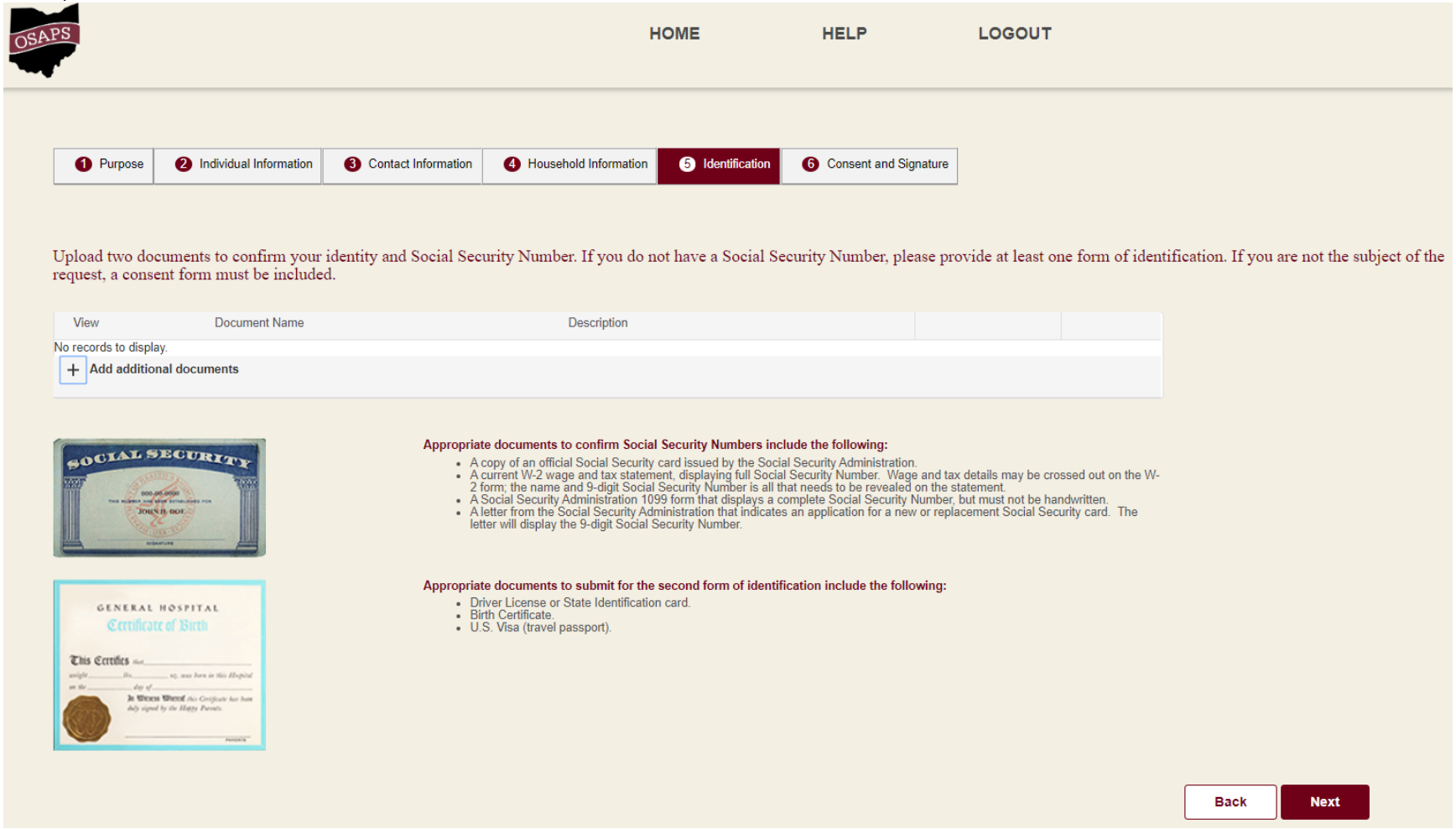
1. Click, **+Add additional documents.**



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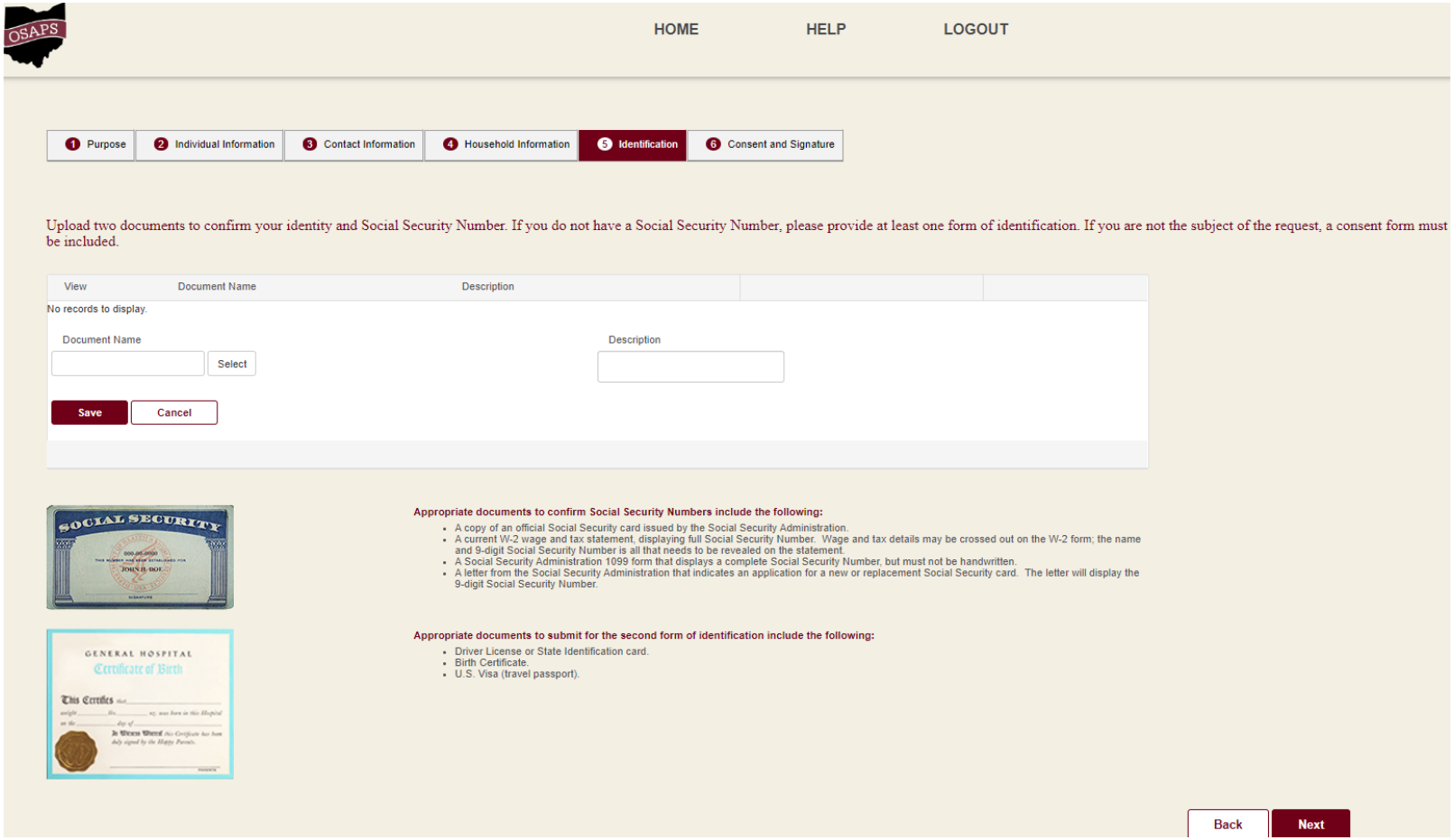
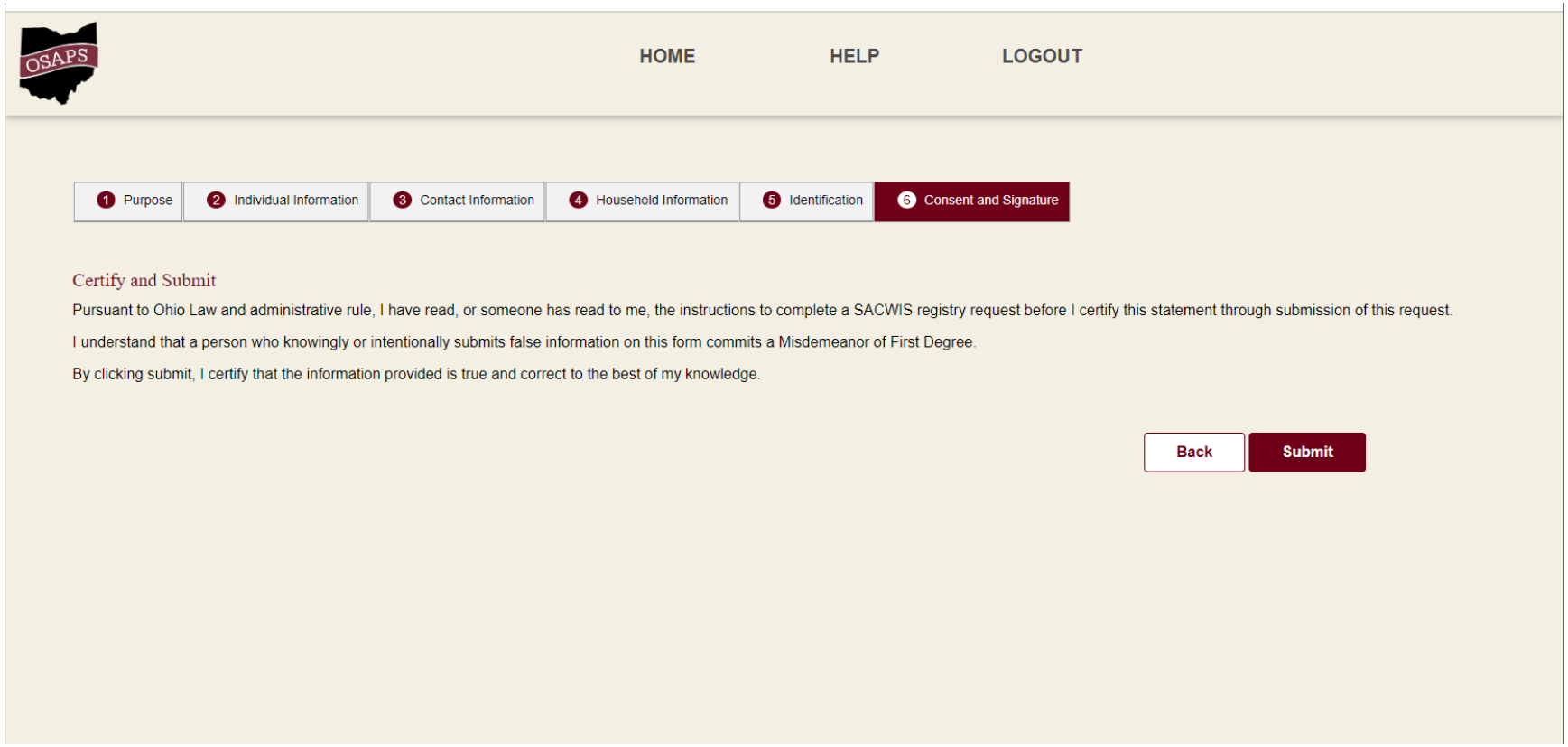


2. Click, **Select.**
3. Enter, **Description.**
4. Click, **Save.**
5. Click, **Next** or the **Consent and Signature** tab**.**

The Consent and Signature screen appears.

Consent and Signature

Note: You will not receive a Submit button if there is information missing that is required upon submission of the request.



1. Click**, Submit.**

   Note: You will not receive a Submit button if there is information missing that is required upon submission of the request. You will receive Validation Errors that must be corrected to submit your request. Once all validation errors have been addressed, you can successfully submit your request.

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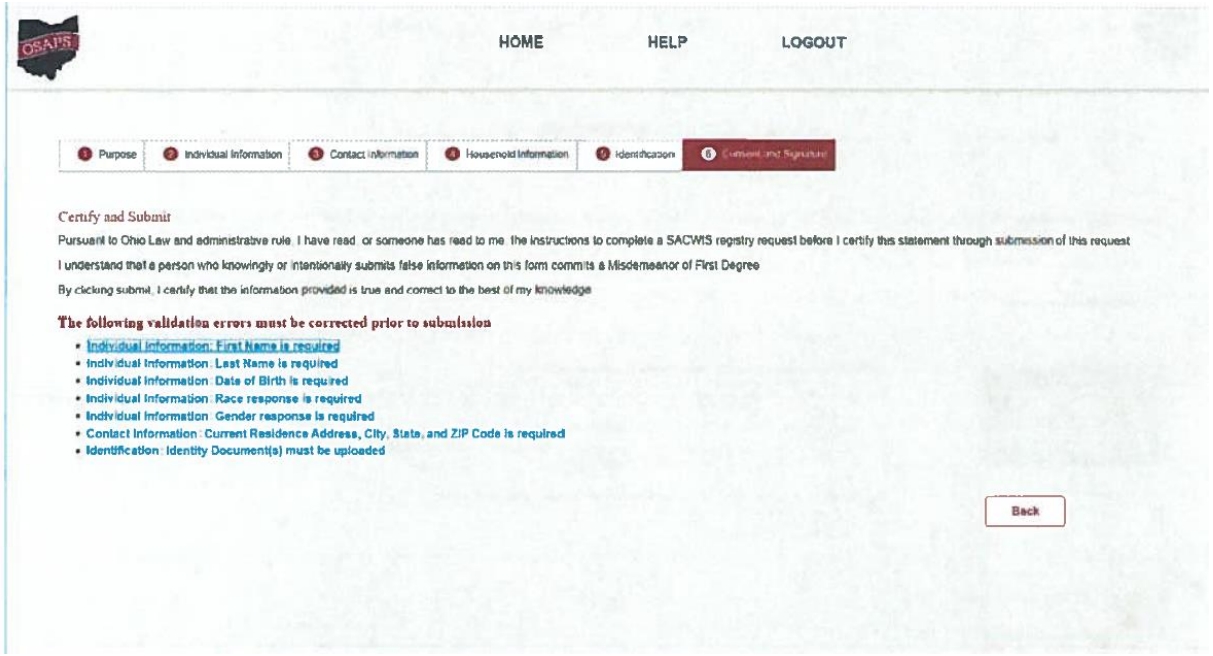
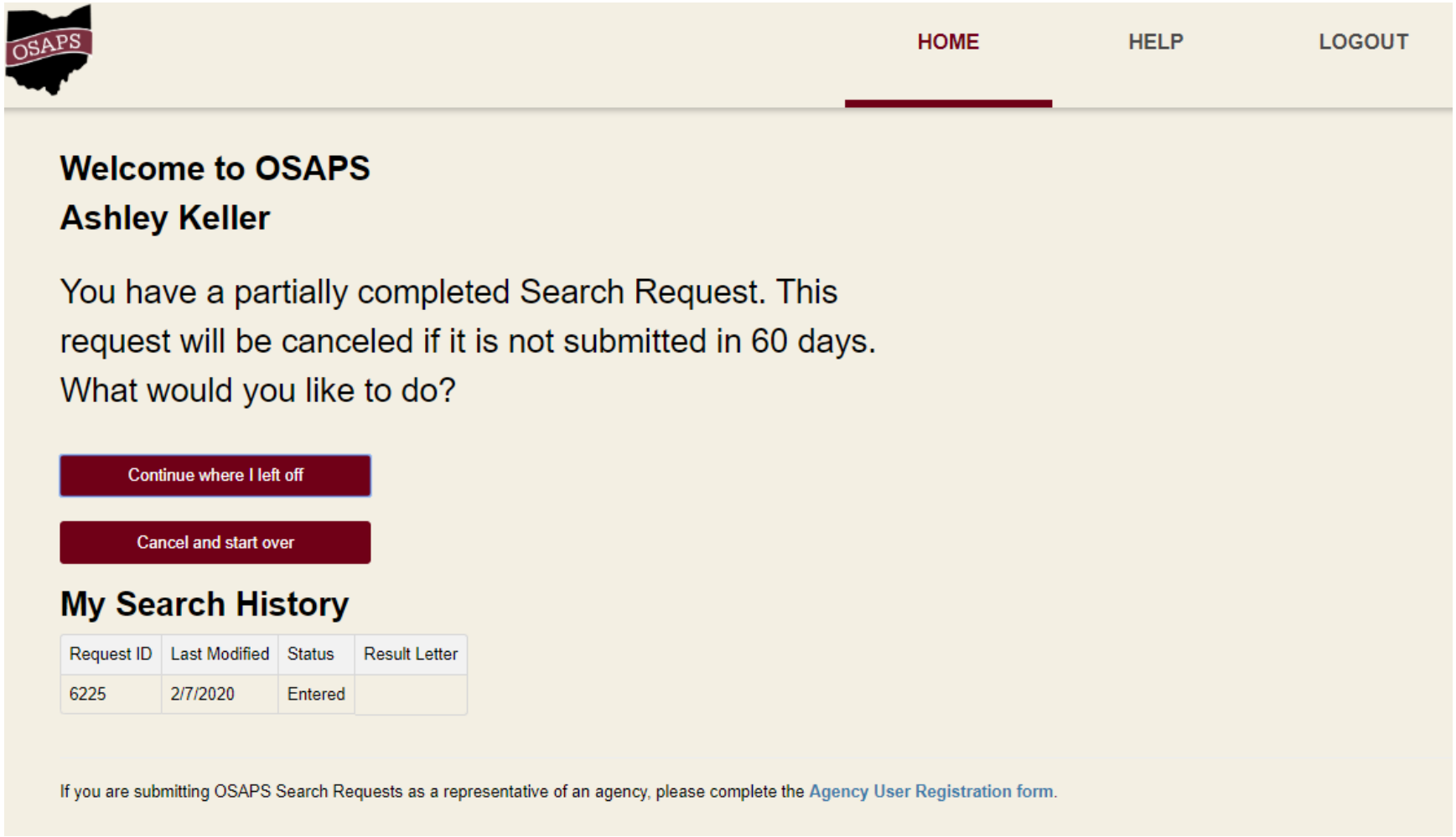
You will be navigated back to the OSAPS Welcome screen. You will see your search history.