Completing an Ohio SACWIS Alleged Perpetrator Search (OSAPS) as an Individual



User Guide

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Overview

This user guide provides step-by-step instruction for an individual 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.

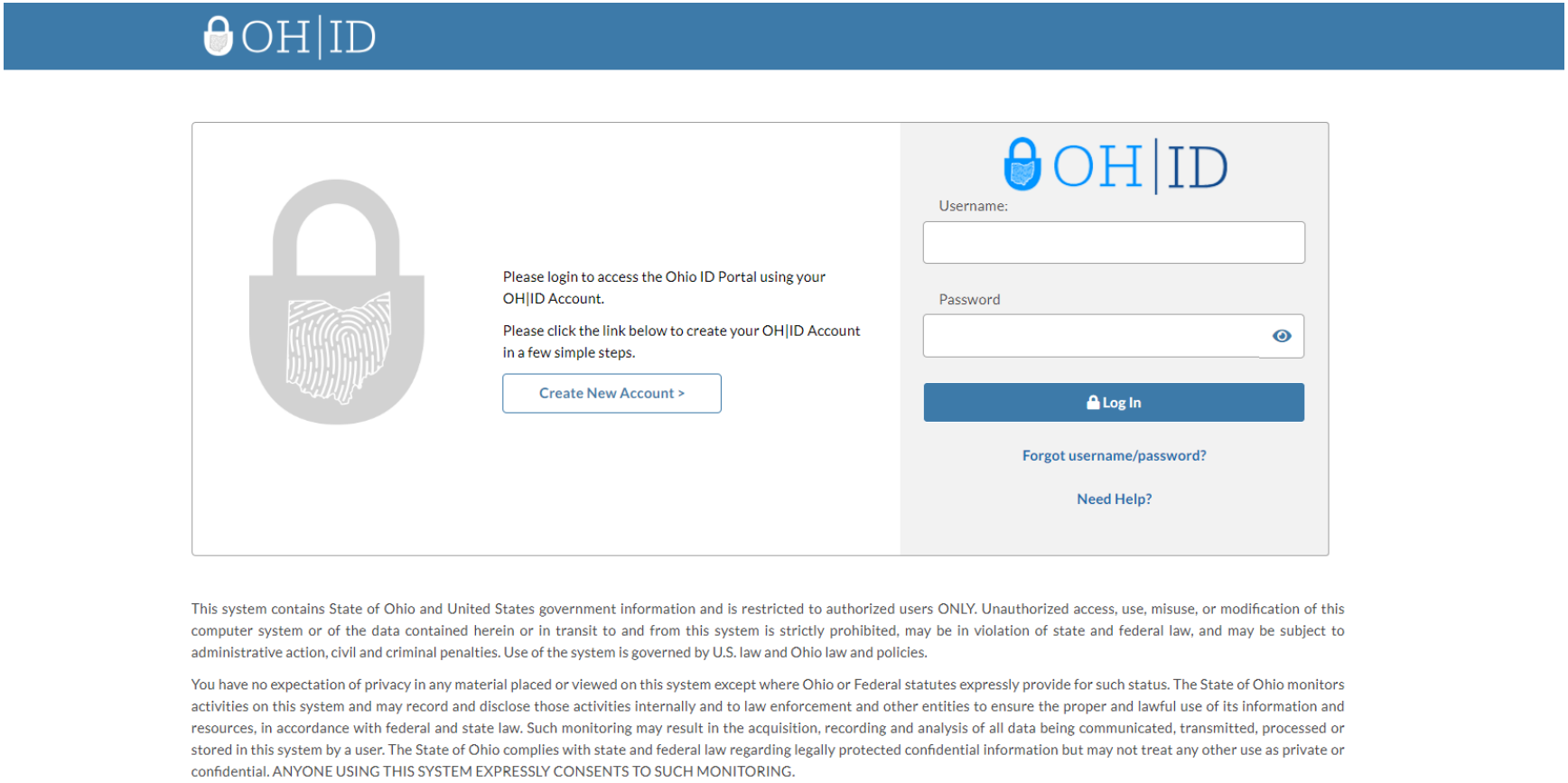
Follow the URL https://ap.jfs.ohio.gov/Login.aspx.

The Ohio ID Portal screen appears.



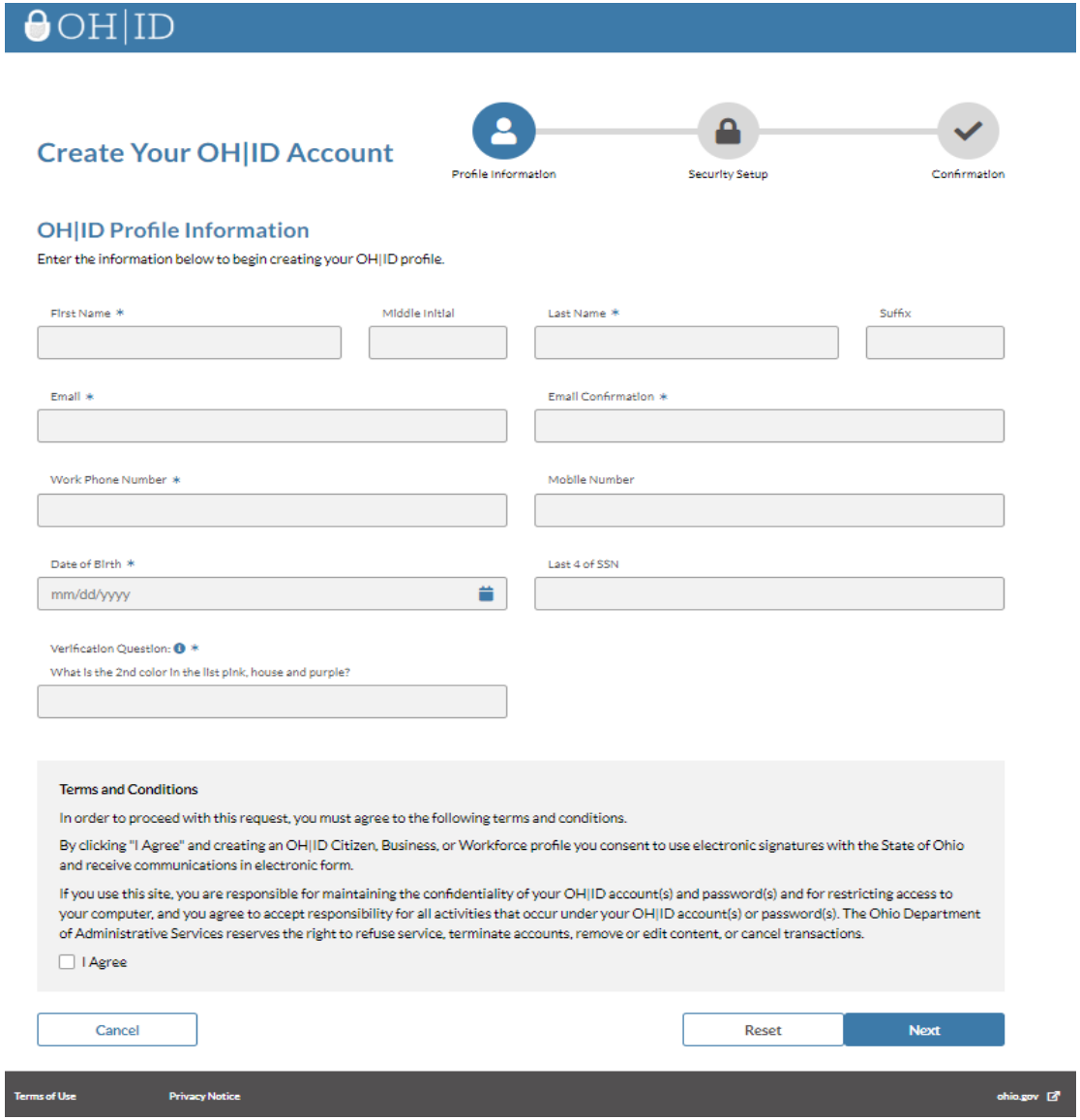
1. Click, **Log in from OH|ID.**

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



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

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

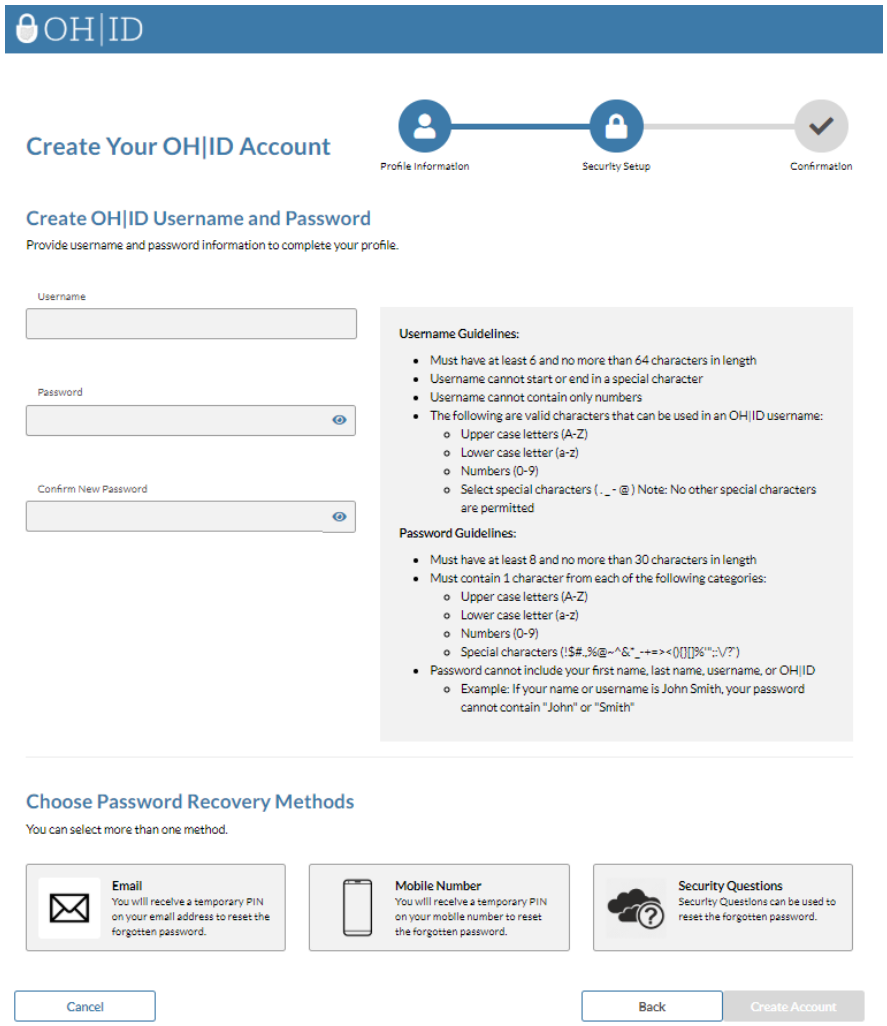


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Note: The blue asterisk (*) indicates a required field.

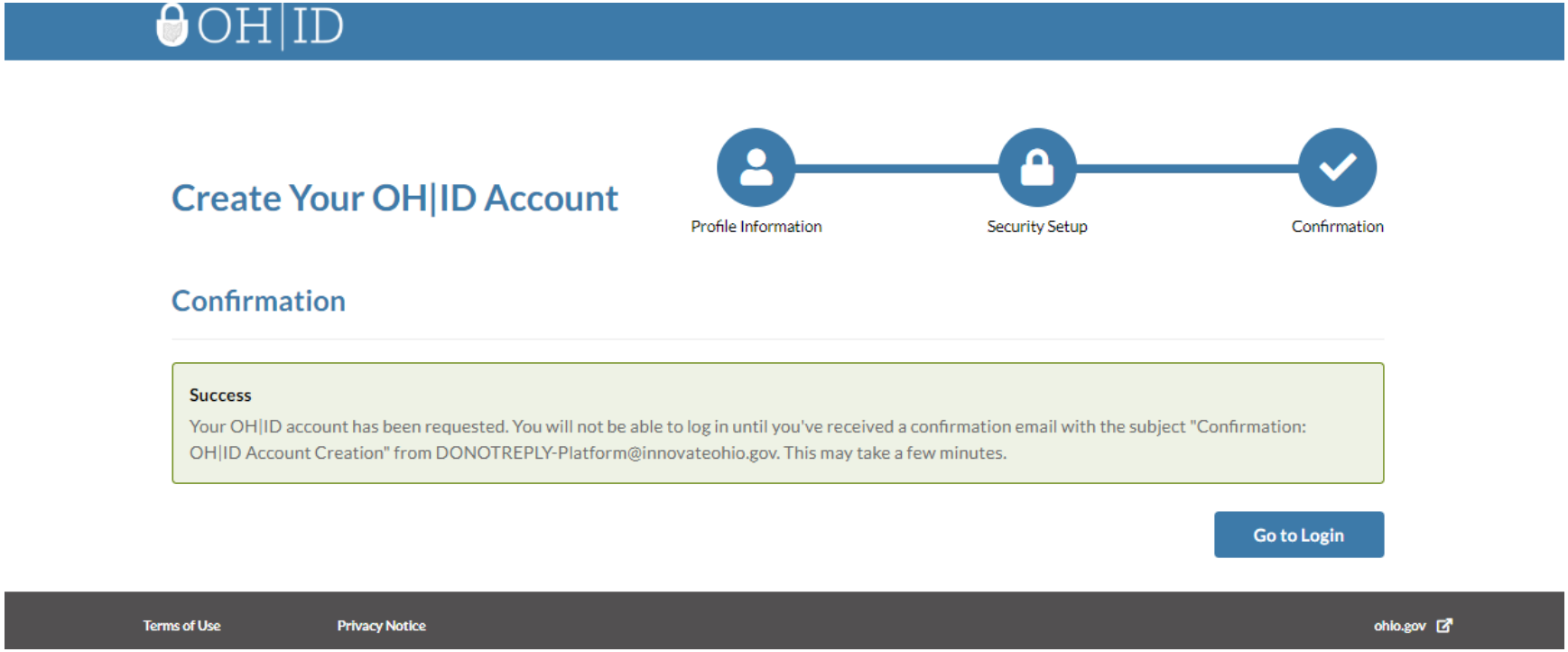
1. You must enter **First Name, Last Name, Email, Email Confirmation, Work Phone Number, Date of Birth** and **Verification Question** to create an Ohio ID.
   Note: Only one account can exist per email address.
2. To proceed with the request, you must agree to the **Terms and Conditions.**
3. If you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

Logging In

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

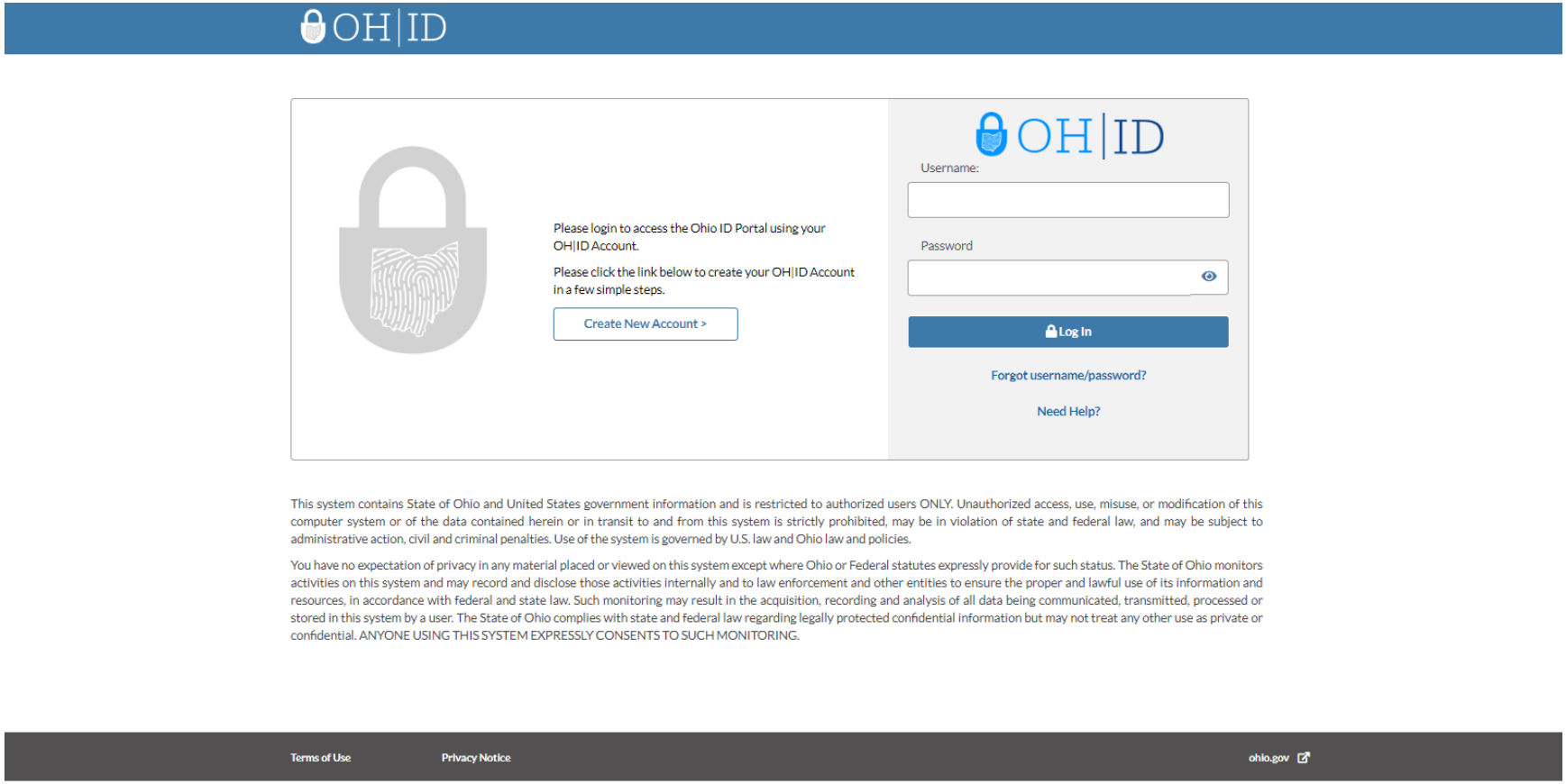
The Ohio ID Portal screen appears.



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

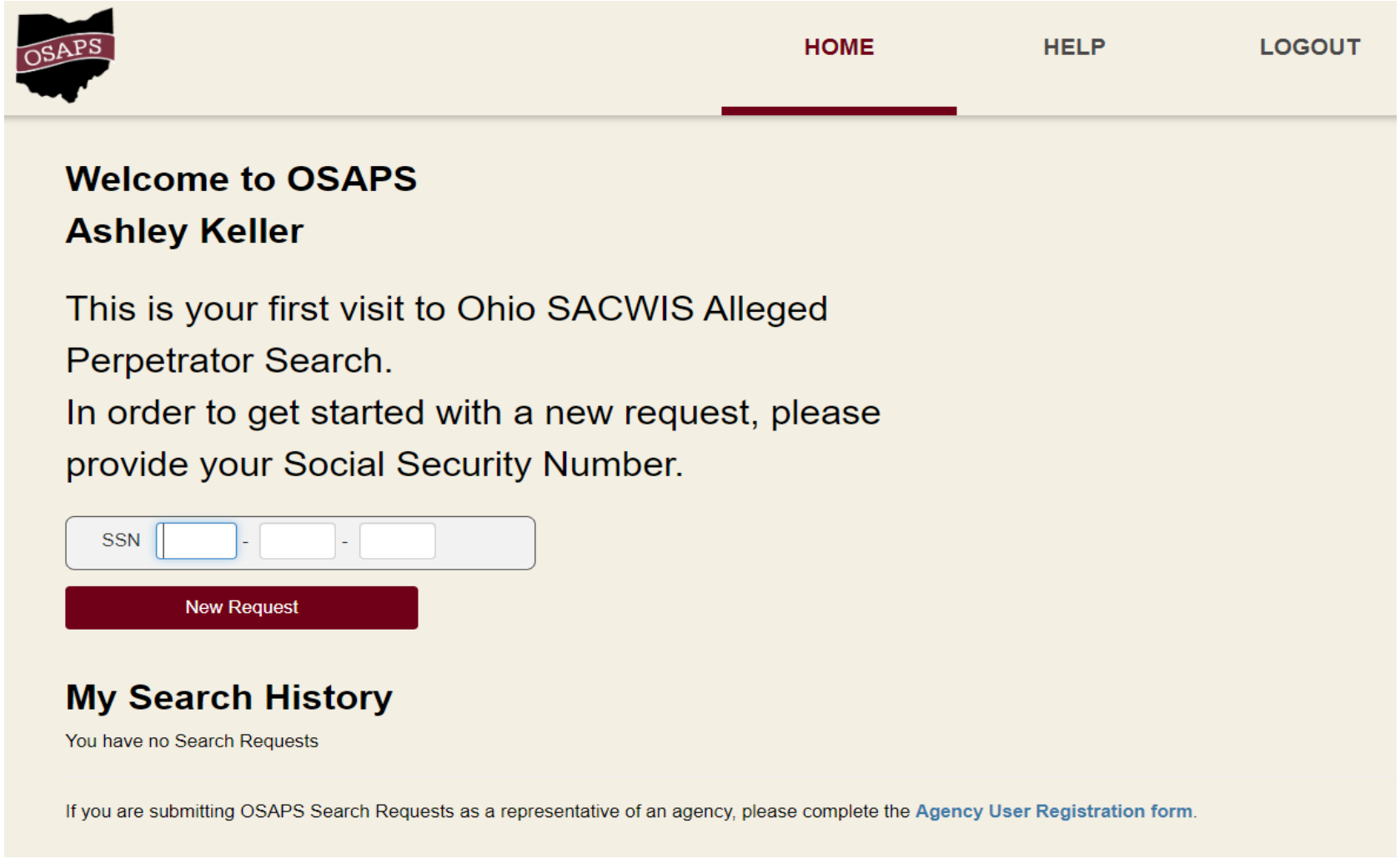
Note: If you do not have an Ohio ID Account, you must create one prior to logging into OSAPS. Please see **Create Your OH|ID Account** instructions above.

The OH|ID login screen appears.



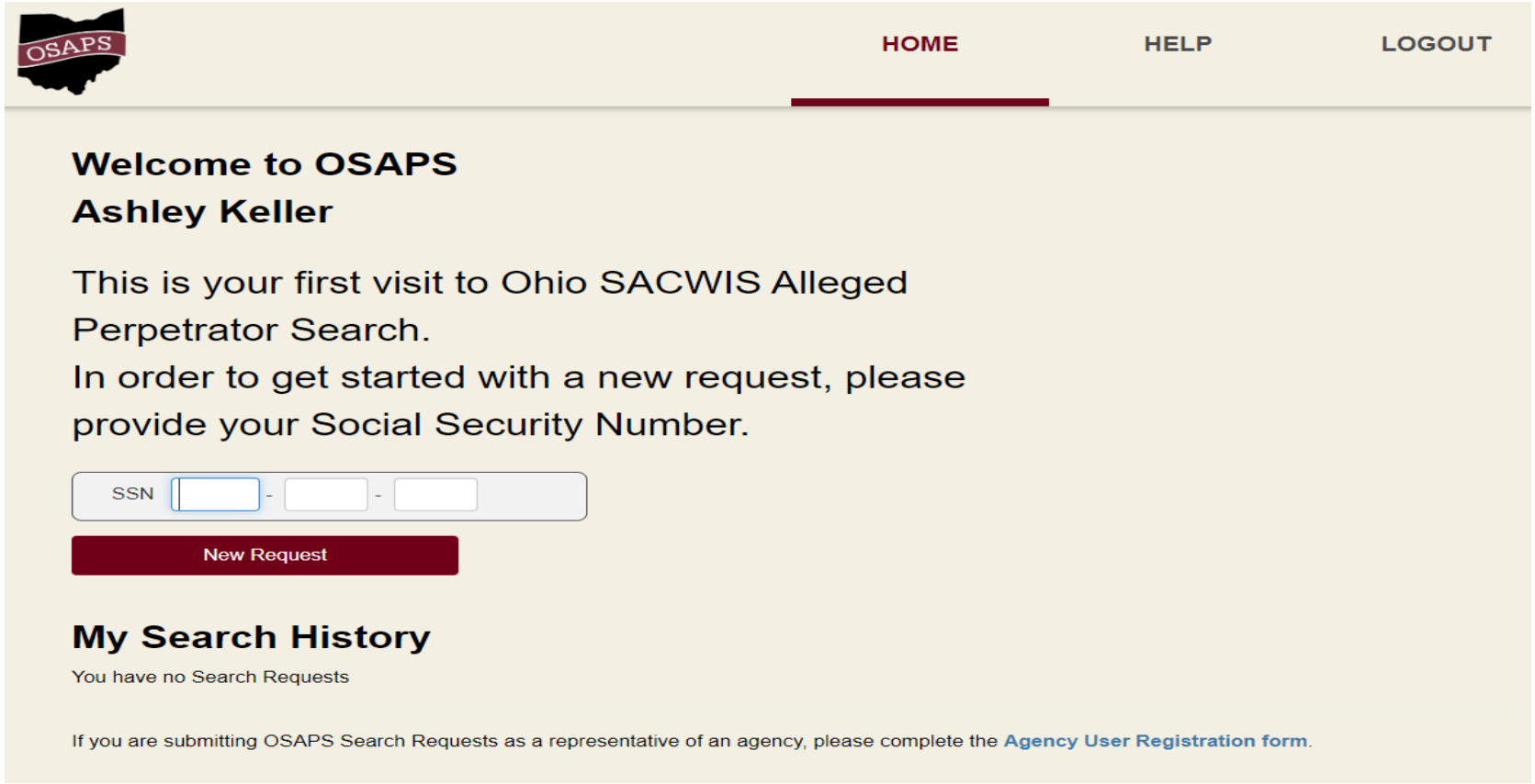
1. Enter Username and Password.
2. Click, **Log In**

Welcome to OSAPS screen appears.



Add New Request

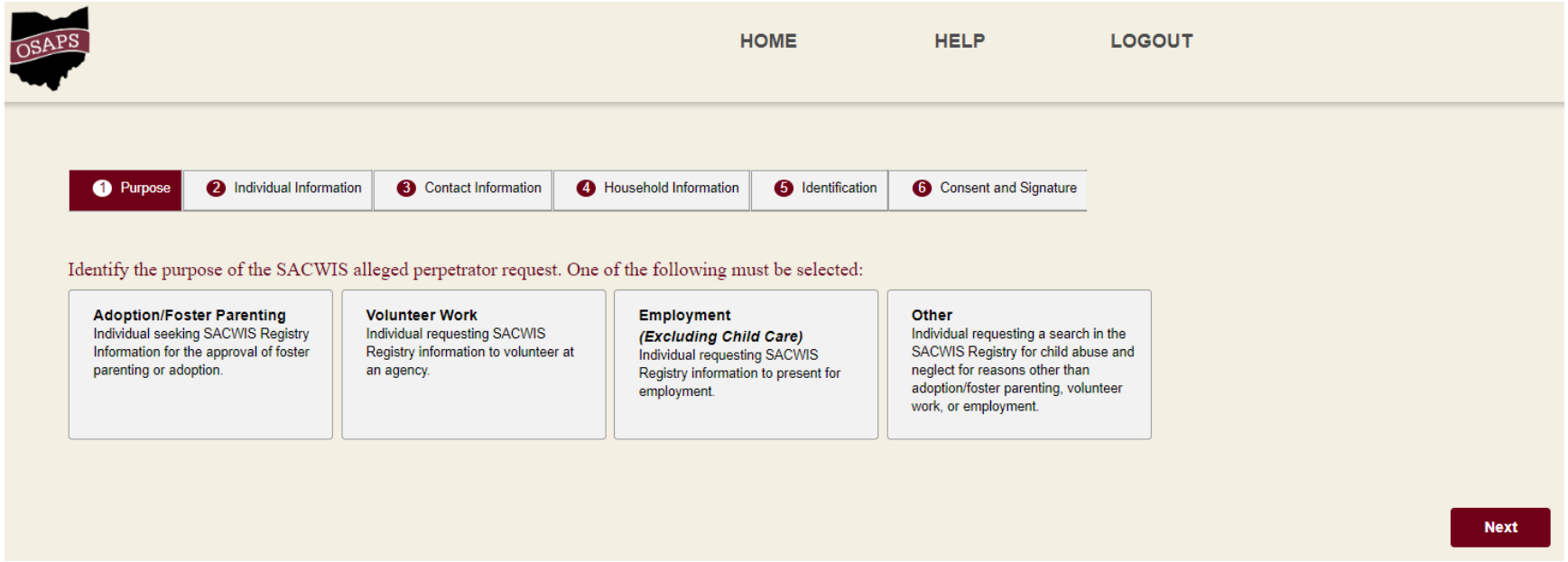
Once you have logged in, the Welcome to OSAPS screen appears.



1. Enter your **SSN.**
2. Click, **New Request.**

The Purpose screen appears.

Purpose

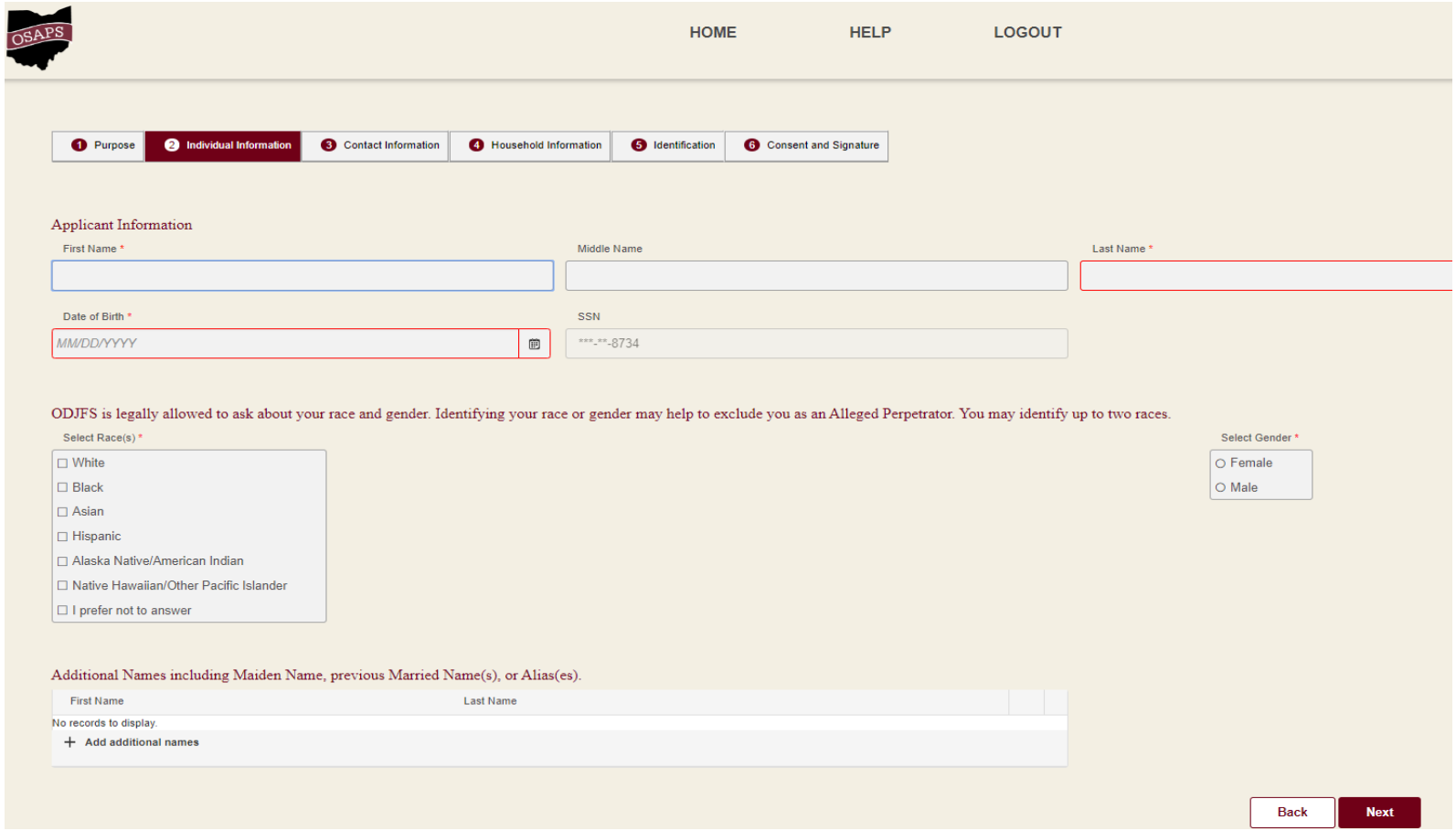


1. Select a tile (Adoption/Foster Parenting, Volunteer Work, Employment (Excluding Child Care) or Other) to identify the purpose of your search.
2. Click, **Next** or the **Individual Information** tab**.**

The Individual Information screen appears.

Individual Information

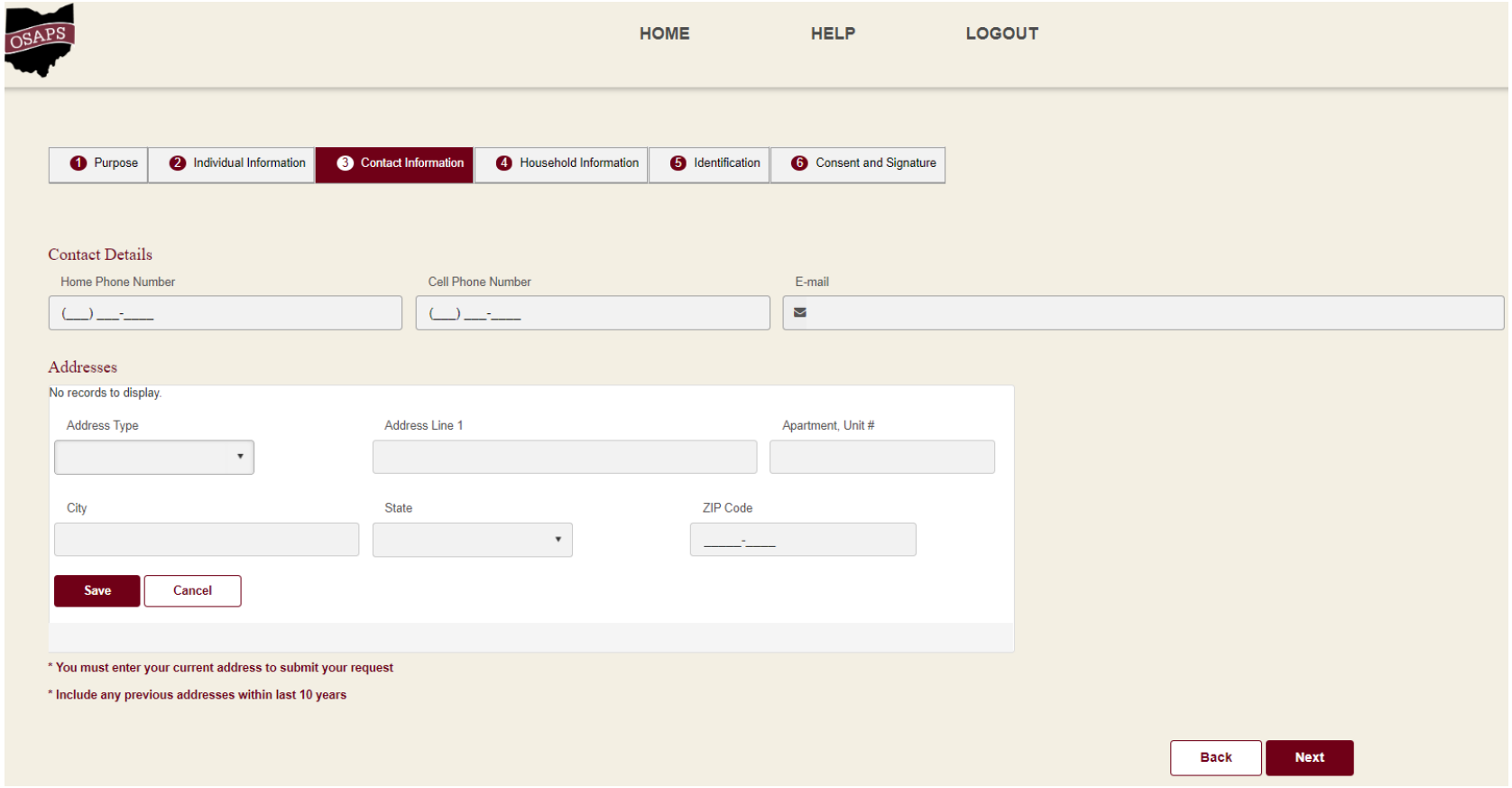
The red asterisk (*) indicates a required field.



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



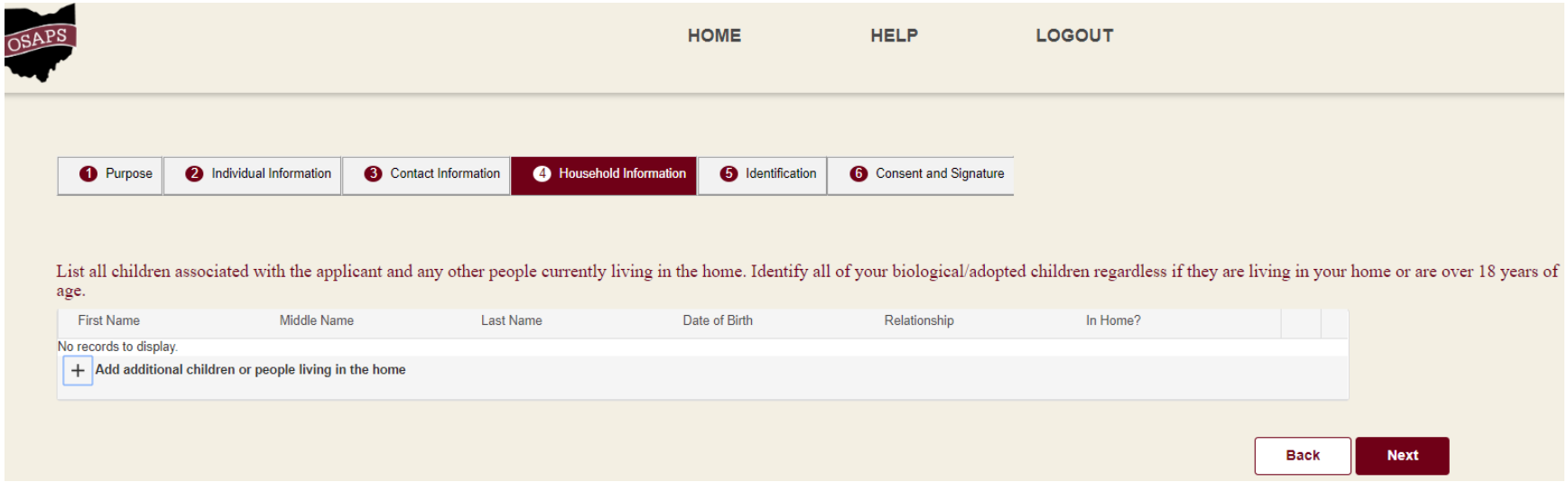
Note: The only requirement on the page is a '**Current Address**.' You must enter a Current Address to submit the request.

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**.**

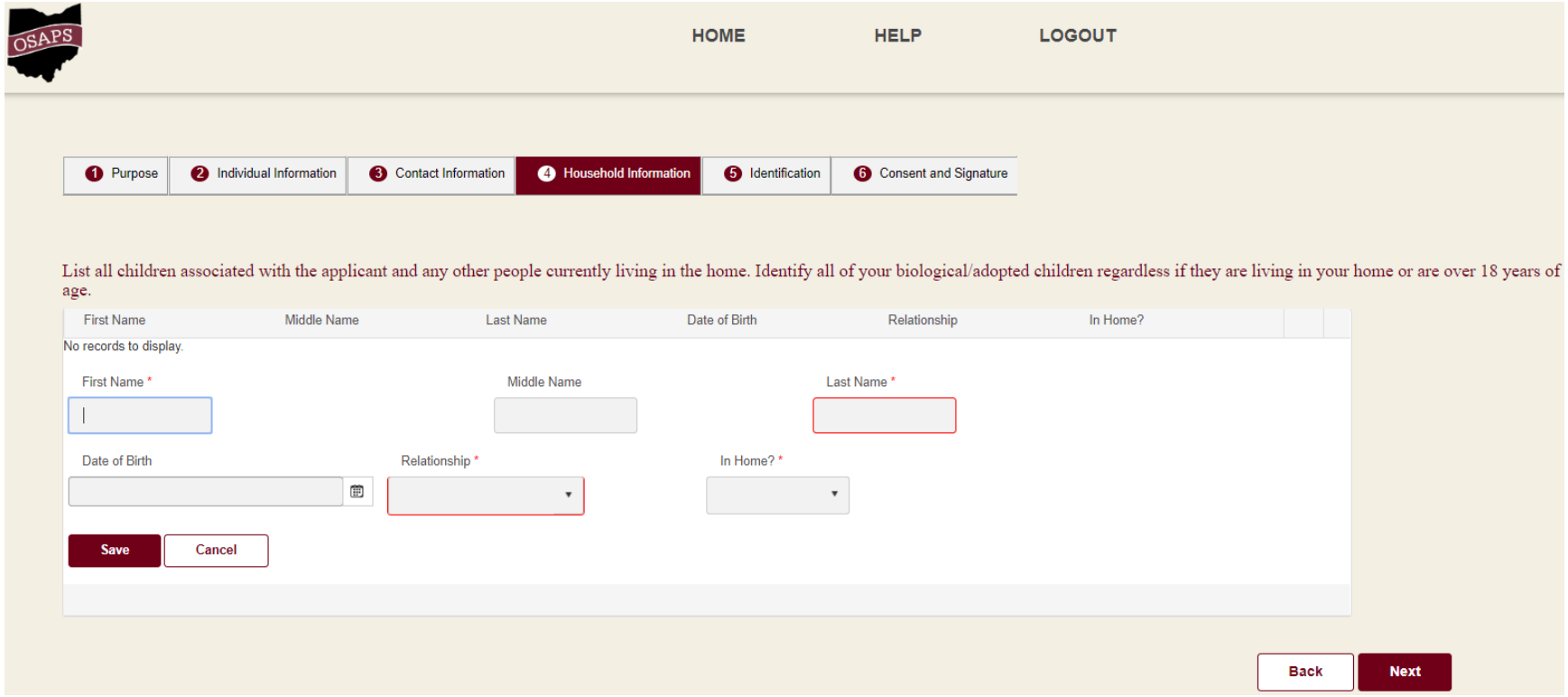
The Household Information screen appears.

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**.**

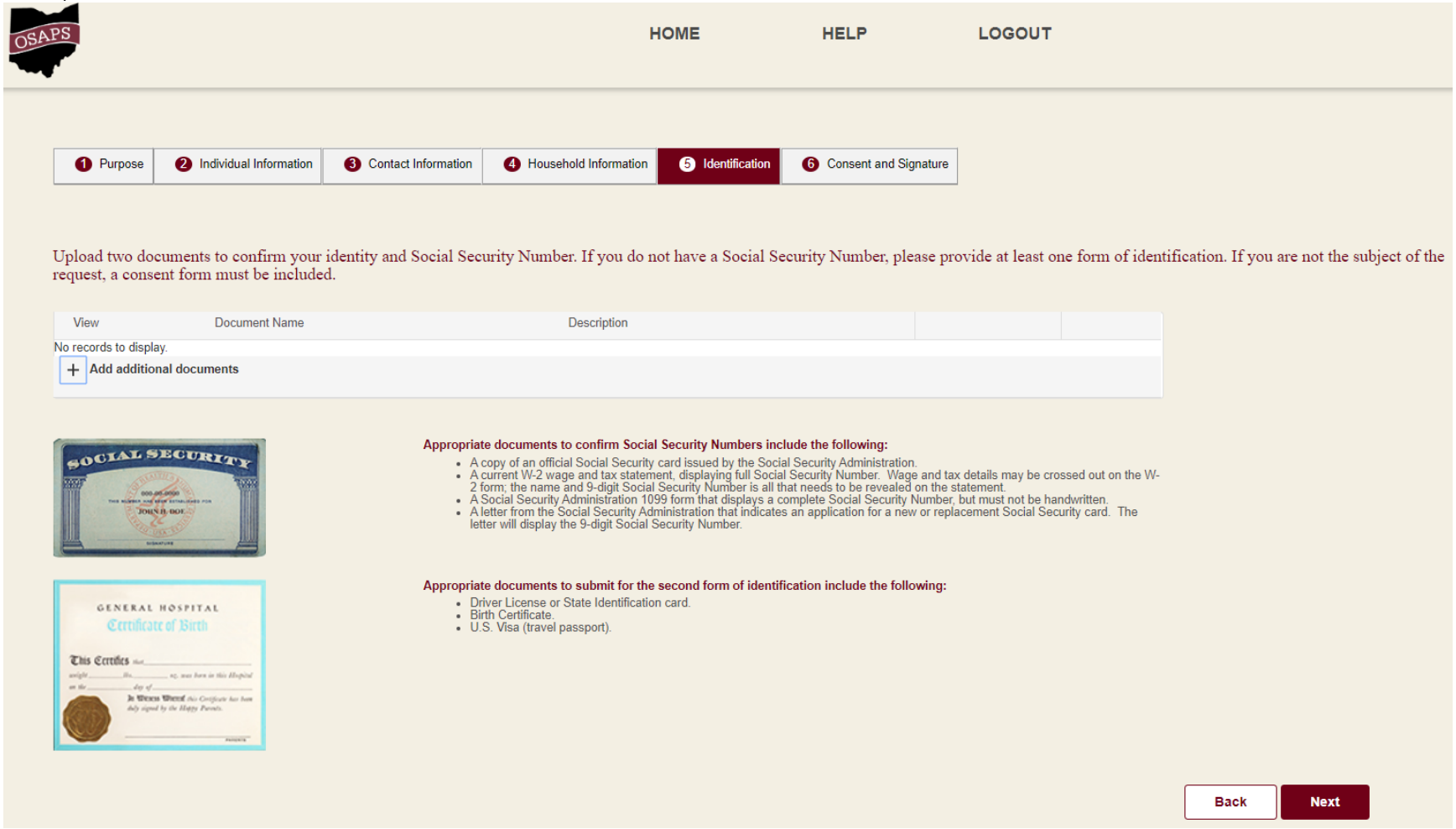
The Identification screen appears.

Identification

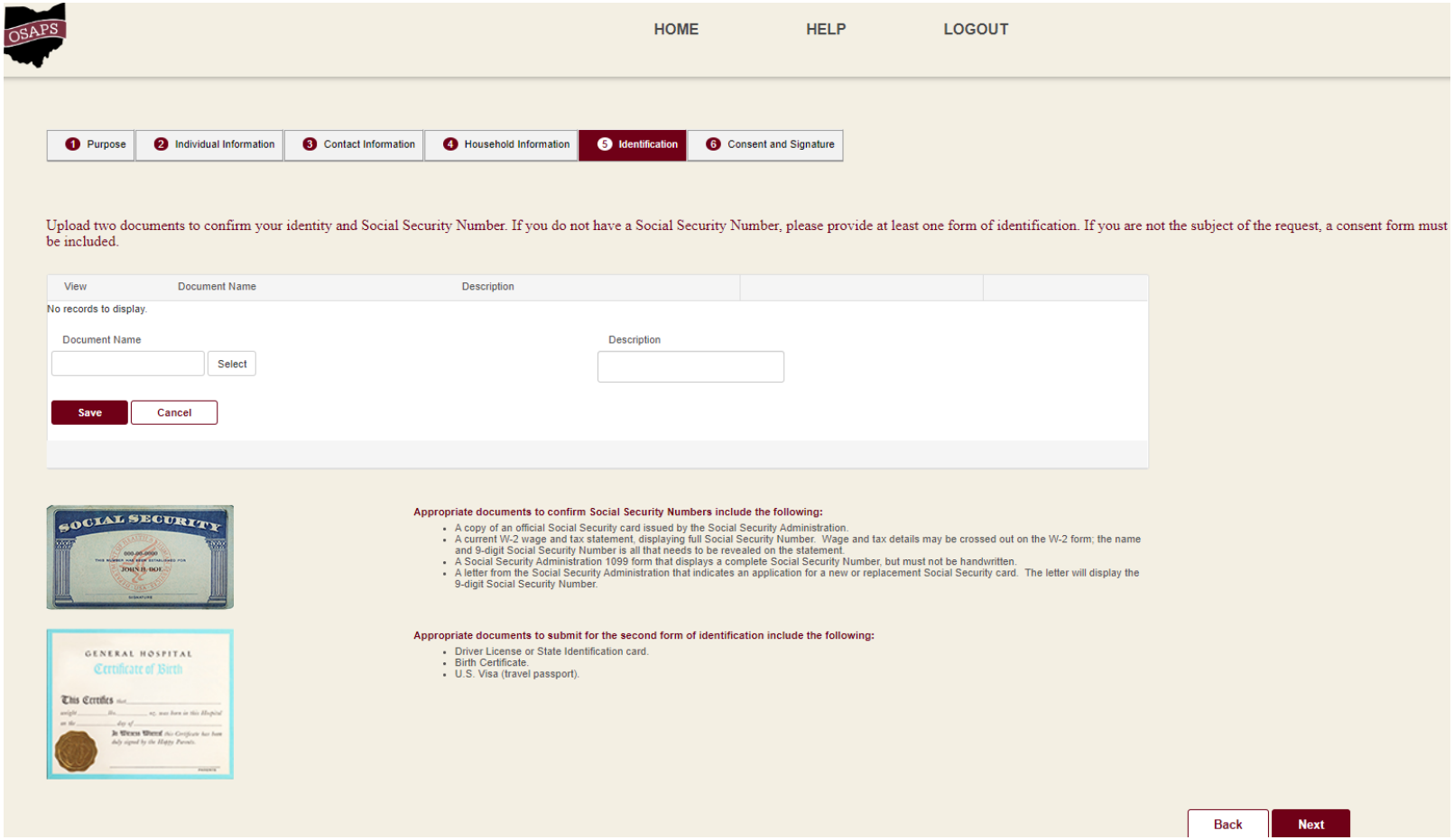
Note: You must upload two documents to confirm your identity and Social Security Number.

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



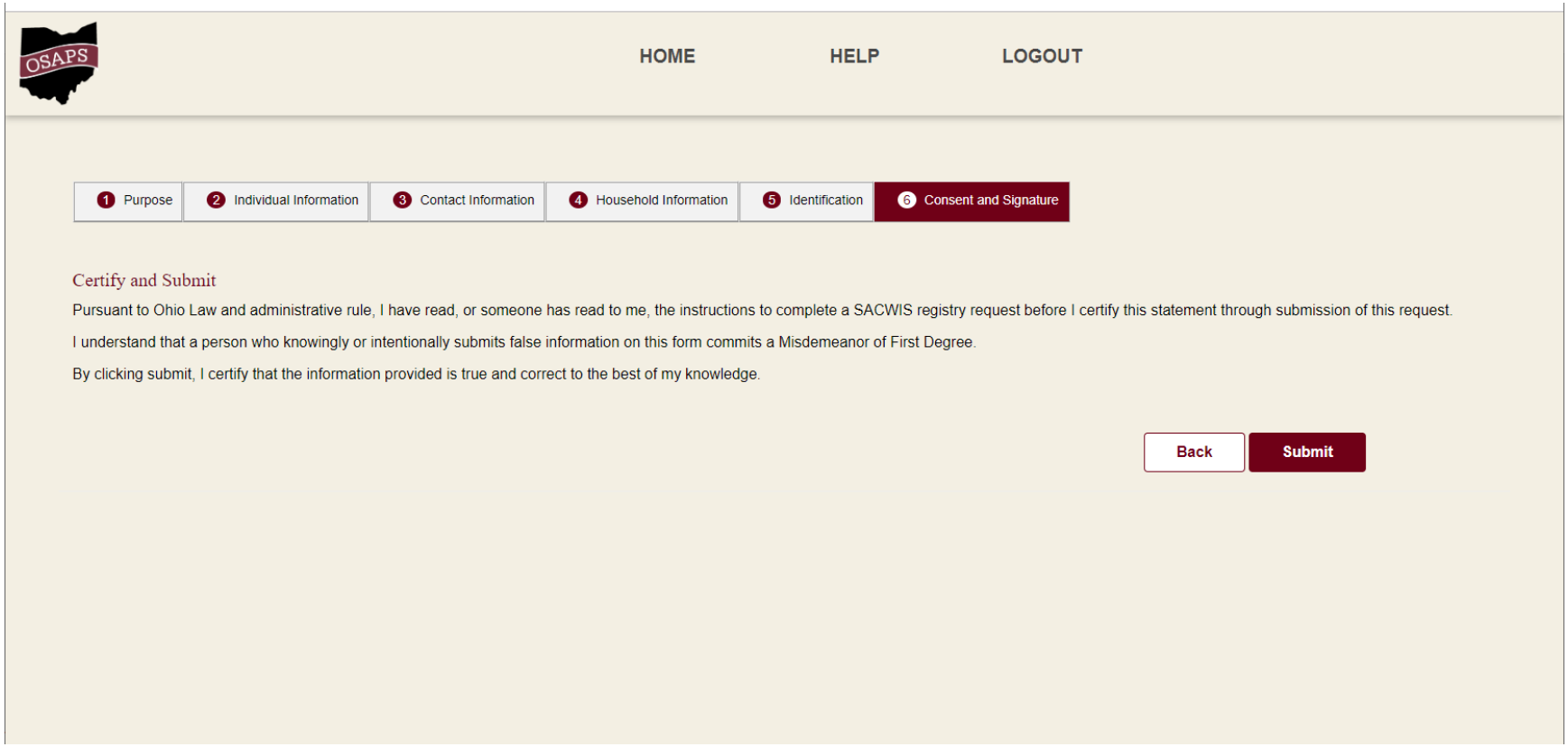
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2. Click, **Select.**
3. Enter, **Description.**
4. Click, **Save.**
5. Click, **Next** or the **Consent and Signature** tab**.**

The Consent and Signature screen appears.

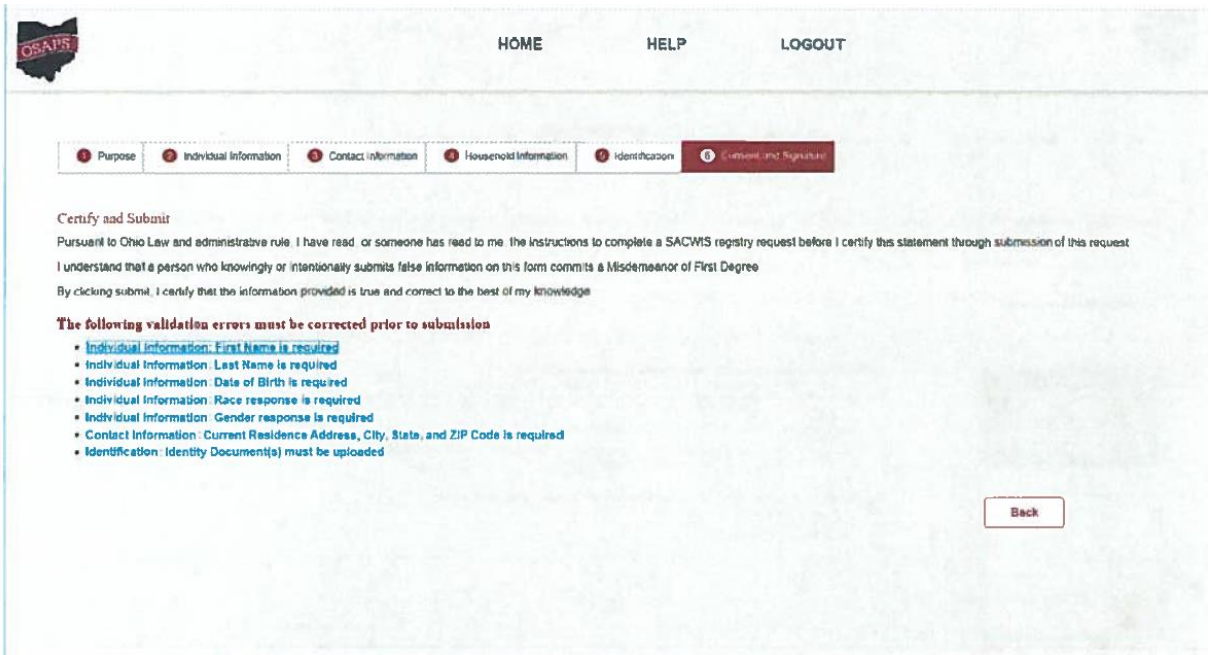
Consent and Signature



1. Click**, Submit.**

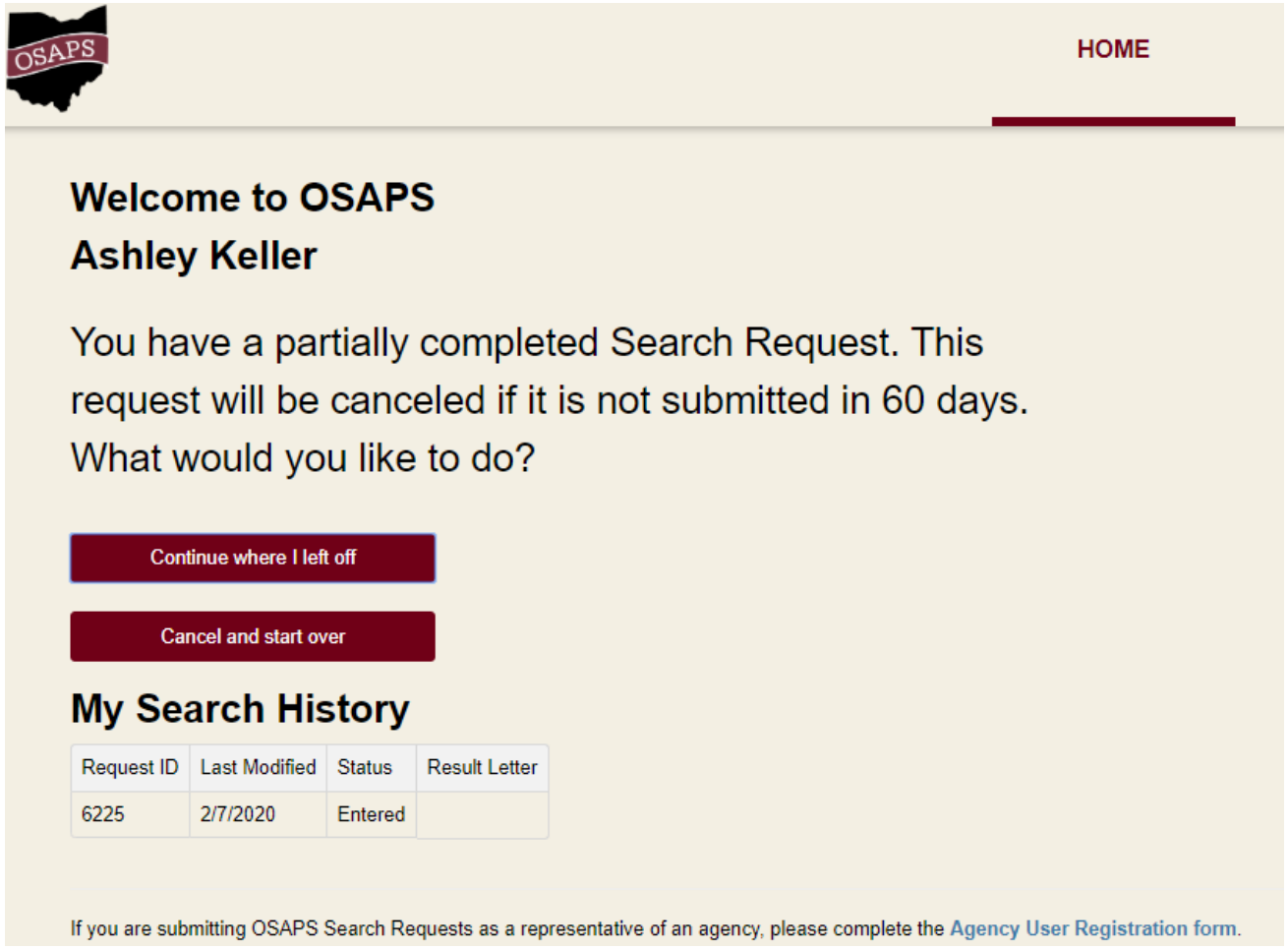
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Note: You will not receive a Submit button if there is information missing that is required upon submission of the request. You will receive Validation Errors that must be corrected to submit your request. Once all validation errors have been addressed,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

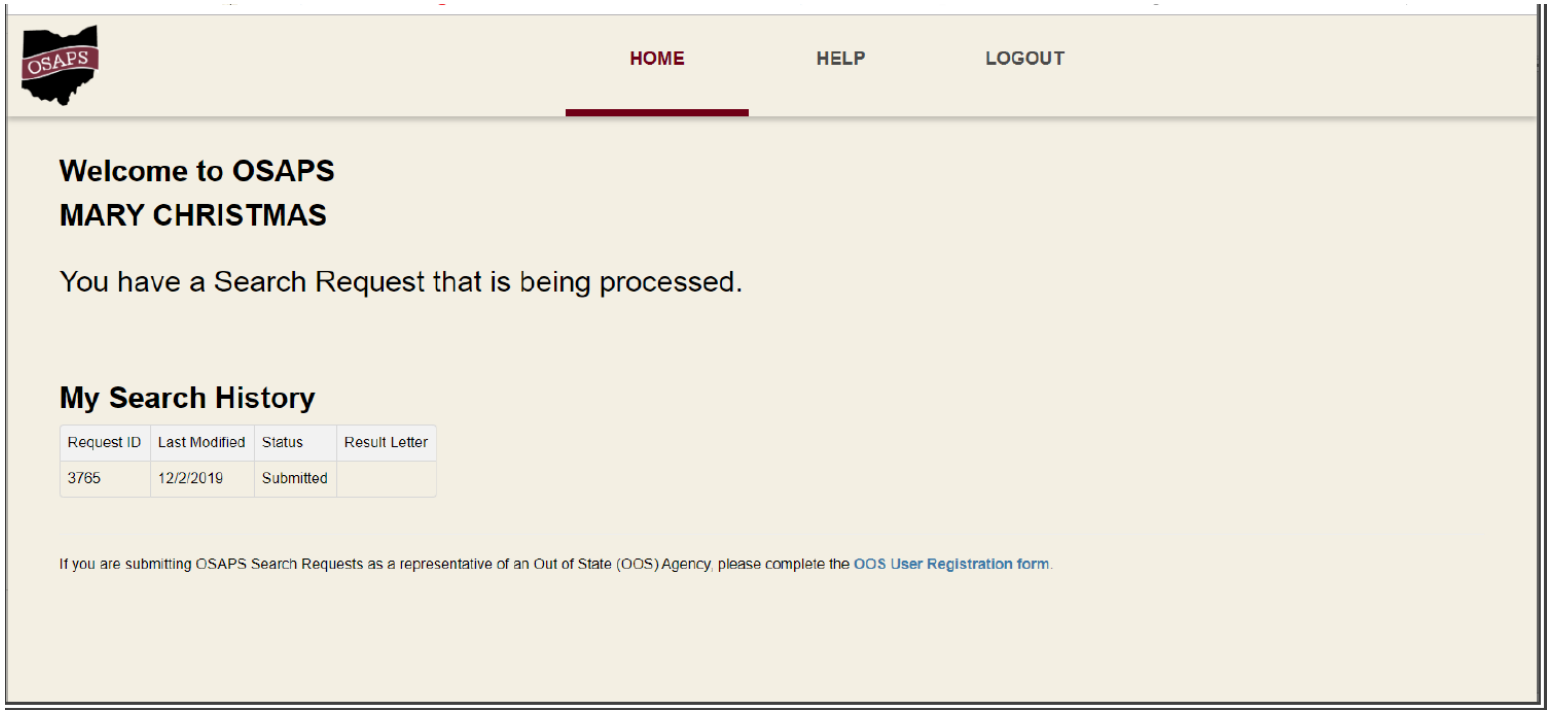


Once submitted, you will be navigated back to the OSAPS Welcome screen. You will see your search history.

The information displayed in My Search History is there to allow the user to view what stage their request is currently in. Please allow 30 days for state staff to process your request.



Above displays the home screen if an individual were to start their request and not finish. Once an individual starts a request the OSAPS database will store the request if it is not finished in an **Entered** status until the individual completes all the required fields and submits the request.



Above displays the home screen if an individual were to successfully submit their request. The request is waiting to be completed by registry staff. When a request is in the **Submitted** status, an individual will not be able to make any changes or create additional requests.

Once the request has been completed the status message in My Search History will change to **Completed** and the individual will receive an email notification with the results letter attached.