# Ohio Department of Developmental Disabilities Certification Application Checklist

## Informal Respite (family member)

# Birth certificate

# Social security card

# Government-issued photo id (proof of Ohio residency will be required if the address on your government-issued id is NOT current)

# High school diploma or GED

# W9 form (print and sign from your online application)

# Initial Training for Independent Providers training certificate (DODD MyLearning website)

# Email confirmation of Payee number

# $125.00 application fee, if application (paid online at the time of application via credit card or electronic check)

**Background check information: All providers must complete a background check. Click here to schedule a background check**: <https://www.signupgenius.com/go/10C044BA8AD2CA2FE3-46953827-dcbdd>

* Ohio BCI&I background check (not more than 12 months old)
	+ BCI check must be submitted under the following reason code: “Applicant for Supported Living

Certification”

* Federal BCI&I background check (only required if you have not lived in Ohio for the past five years, not

more than 12 mons old)

* + FBI checks must be submitted under the following reason code: “Employment with DODD”

### BCI and FBI checks MUST be sent directly to the Ohio Department of Developmental Disabilities at the following address:

Ohio Department of Developmental Disabilities

ATTN: Provider Certification 30 E. Broad Street, 13th Floor Columbus, OH 43215

REV 3.14.24