



DODD requires a background check on all people wanting to become an Independent Provider. There are two kinds of background checks: BCI and FBI. BCI is required for everyone and FBI is only required if you have NOT lived in Ohio for the last five (5) years.

If you have questions about Rule 5123-2-02 or prior convictions, please visit DODD: <https://dodd.ohio.gov/communication/Memos/memo-background-check-rule>

It is recommended that you complete your background check as one of the first items on the certification checklist as results can take 30-45 days to process.

STEP ONE

- Find a Background Check Location
 - With Webcheck:
 - [Webcheck Community Listing - Ohio Attorney General Dave Yost](#)
 - Information related to each location will be listed on this site.
 - Be sure to schedule an appointment if the location requires it
 - At Wildey/Clermont County Board of Developmental Disabilities:
 - Contact Gina Hayslip @ 513-732-4998 to make an appointment. Appointments available Mondays/Wednesdays/Fridays
 - 2040 US Highway 50, Batavia, OH 45103

STEP TWO

- Gather a valid form of identification: Driver's License, State ID, or passport
- Gather payment
 - *Please note:* Some locations only accept exact cash or money order payment. Check payment methods with the background check location before you go so you are prepared.



STEP THREE

- Go to location
- Fill out background check form:
 - Please use the following information:
 - **Send Results To:**
Provider Certification Ohio Department of DD
30 E. Broad Street, 13th Floor
Columbus, Ohio 43215
 - **Reason Codes for Independent Providers:**
 - BCI: 5123.169
 - FBI: 5126.28 (Remember, an FBI check is only needed if you have NOT lived in Ohio for the last 5 years)
- Provide identification and pay for service

STEP FOUR

- Save receipt for your records
- The background check results will be sent directly to DODD within 30-45 days
 - *Please note:* You will NOT receive confirmation when DODD receives it. DODD will match your background check to your application once both are received.