

*****Complete BCI check first because it takes the longest**

BCI&I Check (Have the results sent directly to DODD, Provider Certification, 30 E. Broad St. 13th Floor, Columbus OH 43215) Reason Code is 5123.169. Their phone number is 1-800-617-6733.

Documentation that needs submitted for recertification for HPC and HPC transportation:

- Driver's license
- First Aid
- CPR
- MUI Training
- Client's rights training
- Roles and Responsibilities training
- Driver's abstract
- Proof of auto insurance
- Birth certificate
- Social Security card
- W-9 (from PCW – provider certification wizard)
- Nondisclosure statement (from PCW)
- Vendor Information Form (from PCW)

Background checks can be completed at:

- Miami County Sheriff's Office will conduct all web/fingerprint/background checks at the county Incarceration Facility at 2042 N. County Road 25A between Troy and Piqua.
- BMV in Troy

You will need only a BCI check unless you haven't lived in Ohio for the past five years then you will need an FBI check as well.