Although deputy registrars work with the Ohio Bureau of Motor Vehicles, they are considered **independent contractors**. **DEPUTY REGISTRARS ARE NOT STATE EMPLOYEES.**

**REQUIREMENTS & REGULATIONS**

[ ] For information about proposals and available contracts, or if you have questions, contact the Ohio Department of Public Safety, Bureau of Motor Vehicles (BMV) at (614) 752-7500 for more information. The BMV is on-line at [www.bmv.ohio.gov](http://www.bmv.ohio.gov). *Remember to check local government agencies*

[ ] The information is also available on-line at [www.bmv.ohio.gov](http://www.bmv.ohio.gov) in the “General Information” area there is a link named “Deputy Registrar Business Opportunity” ([http://bmv.ohio.gov/rfp.stm](http://bmv.ohio.gov/rfp.stm)). *Remember to check local government agencies*

[ ] BCI WebChecks are required through the Ohio Attorney General’s Bureau of Criminal Investigation at: [http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing](http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing). *Remember to check local government agencies*


[ ] You will need a **VENDOR’S LICENSE**. Contact the Ohio Department of Taxation at (888) 405-4039 for Business Tax Assistance; 888-405-4089 for Tax Registration; or (800) 282-1782 for the Forms Request Line. Information is also on-line at [http://tax.ohio.gov](http://tax.ohio.gov). *Remember to check local government agencies*

[ ] You will need to register as an employer with the Ohio Department of Job and Family and pay **UNEMPLOYMENT COMPENSATION TAX**. Contact the Ohio Department of Job and Family Services Tax Operations and Integrity Assurance Office at (614) 466-2319. Information is also on-line at [http://jfs.ohio.gov/ouc/uctax/index.stm](http://jfs.ohio.gov/ouc/uctax/index.stm). *Remember to check local government agencies*

[ ] You will need a **WORKERS’ COMPENSATION POLICY**. Contact the Ohio Bureau of Worker’s Compensation at 1-800-OHIOBWC (1-800-644-6292). Information is also on-line at [https://www.ohiobwc.com/employer/forms/coverage/pathtocoverage.aspx](https://www.ohiobwc.com/employer/forms/coverage/pathtocoverage.aspx). *Remember to check local government agencies*

For more help, contact your local Small Business Development Center (SBDC).

[www.ohiosbdc.ohio.gov](http://www.ohiosbdc.ohio.gov)

*REMEMBER TO CHECK LOCAL GOVERNMENT AGENCIES*

**THIS CHECKLIST IS ABOUT STATE REQUIREMENTS.**