

1st STOP CHECKLIST: DEPUTY REGISTRAR

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. **Remember to check local government agencies**
- [] The information is also available on-line at www.bmv.ohio.gov in the “General Information” area there is a link named “Deputy Registrar Business Opportunity” (<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>. **Remember to check local government agencies**
- [] When applying for minority set-aside contracts, an application for eligibility and certification must be filed through the Ohio DAS Minority Business Enterprise (MBE) at <http://das.ohio.gov/Divisions/EqualOpportunity/MBEEDGEcertification/tabid/134/Default.aspx>. **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>. **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://ifs.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>. **Remember to check local government agencies**

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

www.ohiosbdc.ohio.gov

REMEMBER TO CHECK LOCAL GOVERNMENT AGENCIES

THIS CHECKLIST IS ABOUT STATE REQUIREMENTS.