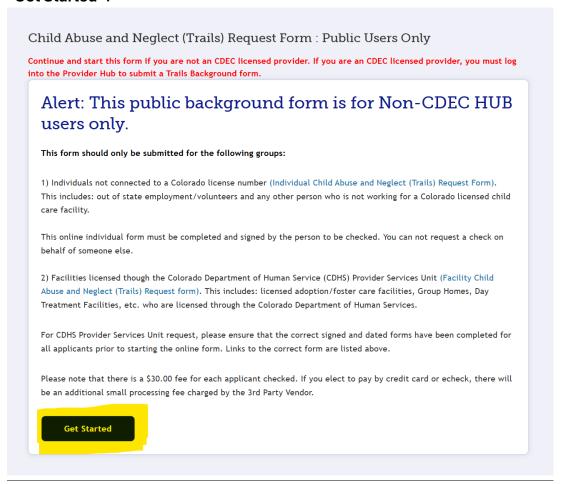
# Instructions for Colorado OOS Request

\*\*Individuals are now required to complete the Colorado OOS Request online. This cannot be done by anyone but the individual. Please follow the instructions below.\*\*

1. Please go to <a href="https://decl.my.site.com/providerhub/s/licensing-pre-biu">https://decl.my.site.com/providerhub/s/licensing-pre-biu</a> and click "Get Started".



### **Section A**

2. On the next page, you will select "Individual" and check that you certify. This is where you will need to add Kyli Hill's information so results can go back to her at OLA. Select "Employment". Please see information below.

\*\*\*\*\*PLEASE MAKE SURE RELEASE OF INFORMATION DETAILS IS KYLI HILL'S INFORMATION\*\*\*\*\*\* This should not be the individual's information, otherwise the results will not go back to Kyli Hill.

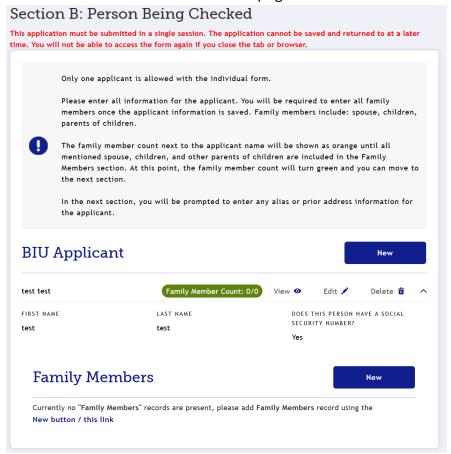
Results from this individual request will only be released to the person's name and email listed below. Release of Information Details	
Kyli	Hill-OLA
* PHONE NUMBER	*EMAIL
6057733612	dsscrs@state.sd.us
st number in 303-333-3333 or 303-333-3333 ext 4 format.	This is used for emailing results.
* STREET ADDRESS	* CITY
700 Governors Dr	Pierre
* STATE	*ZIP CODE
SD	57501
	Zip Code must be in 12345 format.

3. The individual will need to upload proof of identity then click "Next".



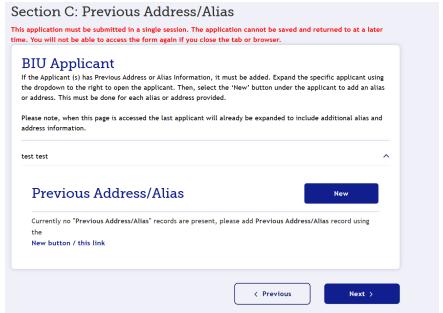
#### **Section B**

- 4. Individual will click "NEW" that is next to **BIU Applicant** and the application will drop down. Individual will fill out all the information to the best of their knowledge.
- 5. You will save that information, and another tap will pop up to enter in **Family Members.** If the individual doesn't have any family members living with them, they will click "**Next**" at the bottom of the page.

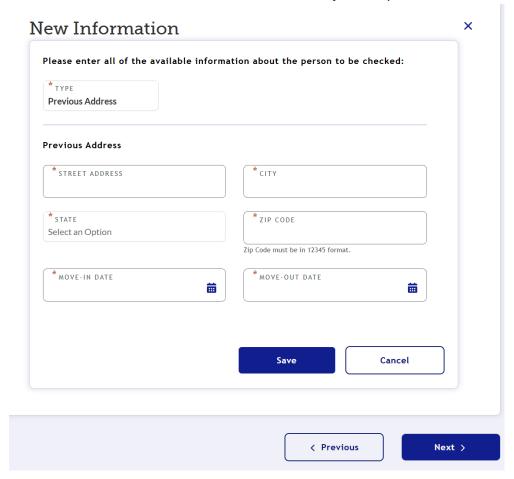


# **Section C**

6. The individual will need to fill out ALL previous address's by clicking on "New".



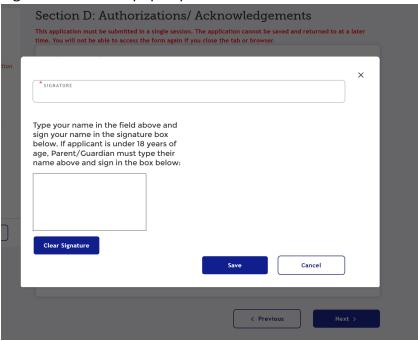
7. The individual will need their full address as they are required fields.



8. Once all addresses are documented, click the "Next" button on the bottom of the page.

#### **Section D**

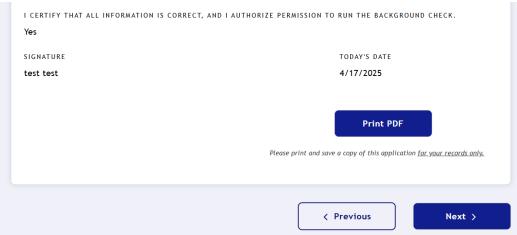
9. The individual will need to authorize permission and sign their name by typing and sign in the box that pops up.



10. After signing and clicking "Next", the individual will need to review the information they entered by scrolling down.

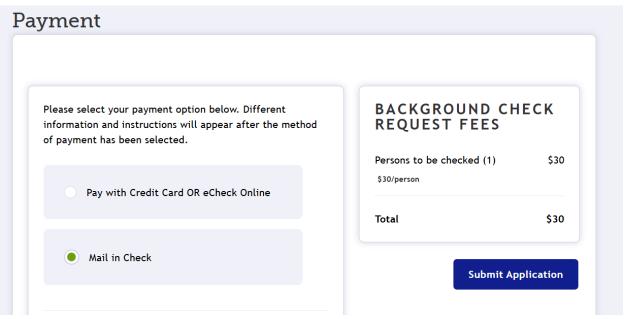
### **Summary**

11. If everything is correct, click "**Print PDF**" and print. This form will need to be mailed to OLA, attention Kyli Hill. Click "Next" to go to the **Payment** screen.



# **Payment**

12. The individual will click "Mail in Check".



- 13. Individual will click "Submit Application".
- 14. Please mail the PDF Report form to:
  - a. Office of Licensing Accreditation

Attn: Kyli Hill

700 Governors Dr

Pierre, SD 57501