

Information Guide & Checklist for Child Care Providers

Department of Health and Human Services Criminal Record Check Unit

This is a tool to assist individuals seeking to work in child care or individuals seeking re-qualification, and *for individuals living in or seeking to reside in a child care facility* to submit a complete and accurate criminal record check packet to the DHHS Criminal Record Check (CRC) Unit.

Things to Consider When Submitting CRC Paperwork

- All applicants/providers must have a valid qualification letter prior to employment or *moving into a child care facility*, and must submit forms for re-qualification every 3 years thereafter. An applicant/provider, substitute, or uncompensated provider (who is counted in staff/child ratio or left alone with children) may not work in child care without a qualification letter, or may not continue to work if the qualification letter has expired. *Individuals living or moving into the child care facility who are age 16 and older must have a valid qualification letter.*
- Payment for *processing* the federal fingerprint check (\$25) must be made via online agency and must be received prior to a decision letter being issued. (Payment site found at www.ncchildcare.nc.gov, click on the DHHS Criminal Record Check button.)
- Full, legal name of applicant is written/signed exactly the same on all forms submitted. **Do not use** nicknames or middle names as first names. If a name is **hyphenated**, it must be hyphenated on all paperwork.
- Disqualified applicants must contact DCDEE for re-application prior to working in child care. Disqualified applicants are not eligible for hire or re-hire until a subsequent qualifying letter has been issued.
- **If an applicant changes employment while the qualification is valid**, the applicant must present a copy of the letter to the employer to be kept on file. Owners/directors must notify the Division of any new child care provider who is hired or who moves into the facility by submitting a 'Change of Information' form.
- All uncompensated providers who will be counted in staff/child ratio *or* who will be left alone with children must submit *all* forms for completion of the background check.

NOTE: DHHS will accept 3 year re-qualification requests up to 6 months in advance of the expiration date.

Paperwork Submission Instructions

New applicants and all applicants **applying for re-qualification** should submit the following:

1. Completed/Certified Live Scan forms (in lieu of a fingerprint card), **or** FD258 fingerprint card (manual printing)
2. Completed DHHS 004 form - purple bubble sheet (*Obtained from DHHS CRC Unit, or Child Care Employer*)
3. *Copy of Payment Confirmation or receipt from RegOnline (payment to DHHS for cost of federal check)

****Applicants who live out of state are also required to submit a current, local criminal history from the Clerk of Superior Court in their county of residence. DHHS doesn't have access to out of state records.**

BUBBLE SHEET-DHHS 004 (must be submitted for every packet) (*active email address required for applicant*)

- _____ Included with packet and is the new purple bubble sheet (DHHS-004) and is the original form, not copy.
- _____ It is filled out completely (front and back) with a #2 pencil.
- _____ The *Authority For Release* is signed by the applicant in pen on the back of the form. *If the applicant is less than 18 yrs old, the parent or legal guardian's signature is required in addition to the applicant's signature.*
- _____ Name on the bubble sheet/release is correct & is exactly the same as on Electronic Release and Applicant form, or as printed on the fingerprint card.

Manual fingerprint Card or **LIVE SCAN FORM** (form for applicant when prints are taken electronically)

- _____ The form has been signed by the applicant and certified by law enforcement agency that is taking the prints.
- _____ Name and signature on form is correct and is exactly the same as shown on the bubble sheet.

Where to Submit

- Mailing address - **Envelope marked CONFIDENTIAL:** DHHS Criminal Record Check Unit/Child Care Team
2201 Mail Service Center
Raleigh, NC 27699-2200
- Unit Telephone #: **(919) 527-6620** or (800)859-0829 (in state only) Unit email address: DHHS.CRC.UNIT@dhhs.nc.gov

***For additional information on criminal record checks, Live Scan forms, and RegOnline link, please go to www.ncchildcare.nc.gov and choose options "DHHS Criminal Record Checks" and "Child Care."**