

INFORMATION FOR LIVE SCAN FINGERPRINTING FOR CHILD CARE

The North Carolina Department of Health and Human Services has specific requirements in order to process fingerprints that have been submitted electronically to the State Bureau of Investigation (SBI).

Before a child care applicant can use the Live Scan (electronic fingerprinting) service, they must do the following:

- Use the agency guide to select an approved law enforcement agency;
- Call the approved law enforcement agency for information on what day(s) and time(s) they perform Live Scan services;
- Complete and sign *Electronic Fingerprint Submission Release of Information (on SBI letterhead)* form. You or child care owner should complete and sign the form to *authorize* the fingerprinting, as applicable;
- Complete the *Applicant Information* form; and
- Bring a photo identification card and the exact fee amount to the law enforcement agency.

The following will be printed on each fingerprint card in the designated areas by the law enforcement agency, along with the applicant’s identifying information:

<u>Employer and Address</u>	<u>OCA</u>	
DHHS Criminal Record Check Unit 2201 Mail Service Center Raleigh, NC 27699-2200	DOCD00000	(child care)

Reason Fingerprinted Section

The child care program has its own identifying title and North Carolina General Statute (NCGS) reference that is required to be printed on the fingerprint card. Please make sure to provide the law enforcement agency with the following titles and NCGS reference that corresponds with the type of applicant.

Child Care

Child Care Provider
NCGS 110-90.1 & 110-91 **State and Federal**

Certification of Form

The official taking the fingerprints must sign the original copy of the *Electronic Fingerprint Submission Release of Information* form to certify (by seal or stamp) that the fingerprints were taken. **The certified Release will be given to you on day fingerprints are transmitted to the SBI for processing.**

Applicants will not be able to have their fingerprints taken by Live Scan without the following:

- The correct, **completed** forms
 1. Electronic Fingerprint Submission Release of Information Form (on SBI letterhead)
 2. Applicant Information Form
- Photo Identification
- Fee

Once applicants are fingerprinted by Live Scan, **the Certified Electronic Fingerprint Release** form and the bubble sheet (DHHS-004), *and local report if applicable for out of state resident*, must be submitted to the Department of Health and Human Services Criminal Record Check Unit at the following address:

DHHS Criminal Record Check Unit
Child Care Team
2201 Mail Service Center
Raleigh, NC 27699-2200
Attention: Electronic Fingerprinting

The SBI/FBI are processing Live Scan fingerprints in a matter of days so it is imperative for prompt notification of qualification that the required paperwork be sent to DHHS **the same day** the fingerprints are taken to avoid delays. DHHS will not release any results of the fingerprinting until the required paperwork is complete and on file.

Contact Information

If you have any questions, please feel free to contact the DHHS Criminal Record Check Unit at (919) 527-6620 or 1-800-859-0829 (in state calls only).

CHILD CARE:

**Pat Andrews
Sherrie Koonce**