

INFORMATION FOR LIVE SCAN FINGERPRINTING FOR DHHS EMPLOYEES

The North Carolina Department of Health and Human Services has specific requirements in order to process fingerprints transmitted directly to the State Bureau of Investigation (SBI) via Live Scan.

Before a DHHS employee or potential employee 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 (in 2 areas) the Electronic Fingerprint Submission Release of Information (on SBI letterhead) form and have the form completed by the agent authorizing the fingerprinting;
- 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:

EMPLOYER NAME AND ADDRESS

**DHHS Criminal Background Check Unit
2201 Mail Service Center
Raleigh, NC 27699-2200**

Information regarding agency name, OCA, transaction and NCFP card type are broken down by each individual DHHS site. The required information that will be entered by the law enforcement agency taking the fingerprints is as follows:

<u>AGENCY</u>	<u>OCA</u>	<u>Transaction</u>	<u>NC FP Card Type</u>
Black Mtn Neuro-Medical Ctr	DHHS DPC10	NFUF	OTH
Broughton Hospital	DHHS DPC20	NFUF	OTH
Caswell Dev. Ctr	DHHS DPC14	NFUF	OTH
Central Regional Hospital	DHHS DPC27	NFUF	OTH
Cherry Hospital	DHHS DPC21	NFUF	OTH
Disability Determination	DHHS DPC26	NFUF	OTH
Div. of Aging	DHHS DPC38	NFUF	OTH
Div. of Child Development	DHHS DPC35	NFUF	OTH

Div. of Health Service Reg.	DHHS DPC36	NFUF	OTH
Div. of Human Resources	DHHS DPC29	NFUF	OTH
Div. of Medical Assistance	DHHS DPC33	NFUF	OTH
Div. of Mental Health	DHHS DPC40	NFUF	OTH
Div. of Public Health	DHHS DPC25	NFUF	OTH
Div. of Services for the Blind	DHHS DPC02	NFUF	OTH
Div. of Services for the Deaf	DHHS DPC03	NFUF	OTH
Div. of Social Services	DHHS DPC32	NFUF	OTH
Div. of State Op. Healthcare	DHHS DPC41	NFUF	OTH
Div. of Vocational Rehab	DHHS DPC23	NFUF	OTH
Eastern School for the Deaf	DHHS DPC05	NFUF	OTH
J Iverson Riddle Dev. Ctr	DHHS DPC11	NFUF	OTH
Julian F Keith ADATC	DHHS DPC31	NFUF	OTH
Longleaf Neuro-Medical Ctr	DHHS DPC01	NFUF	OTH
Murdoch Dev. Ctr	DHHS DPC12	NFUF	OTH
O’Berry Neuro-Medical Ctr	DHHS DPC13	NFUF	OTH
Office of Education Services	DHHS DPC39	NFUF	OTH
Office of the Secretary	DHHS DPC34	NFUF	OTH
RJ Blackley – ADATC	DHHS DPC28	NFUF	OTH
Walter B Jones ADATC	DHHS DPC30	NFUF	OTH
Western School for the Deaf	DHHS DPC06	NFUF	OTH

Reason Fingerprinted Section (same for all DHHS sites)

The North Carolina General Statute (NCGS) reference that supports the reason for being fingerprinted is required to be entered into the Live Scan machine. The law enforcement agency should enter the following:

DHHS Personnel

NCGS 114-19.6, 114-19.2, 115C-332, 143B-146.16 **State and Federal Search**

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 the day the 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 shall be given to the human resource (HR) manager to be kept on file with the individual DHHS agency. The HR manager will then ensure the applicants information has been entered into the DHHS Personnel database so that the DHHS CBC Unit is aware that a fingerprint check result for that applicant is pending.

The SBI/FBI are processing Live Scan fingerprints in a matter of just a day or two so it is imperative for prompt notification that the required paperwork is on file with the individual DHHS HR office and that the HR office has entered all the applicant information into the DHHS Personnel database in order to avoid notification delays. **DHHS will not release any results of the fingerprinting until the required, completed paperwork is on file and the applicant information has been entered into the DHHS Personnel database.**

A fingerprint card will not be printed out by the law enforcement agency when prints are taken via Live Scan. Please do not ask for a copy.

Contact Information

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