

INFORMATION FOR DHHS EMPLOYEES SUBMITTING PAPER FINGERPRINT CARDS (FD-258)

The North Carolina Department of Health and Human Services (DHHS) has specific requirements in order to process fingerprints that are submitted via paper fingerprint cards. Applicants submitting fingerprints via paper cards to DHHS must do the following:

- Find a local law enforcement agency to roll the fingerprints. We strongly suggest having fingerprints rolled only by trained law enforcement officials because of the FBI/SBI requirements;
- Bring a photo identification card and cash to the local law enforcement agency;
- **All fingerprints must be submitted on an “Applicant FD-258” card ONLY.** No other type of card is accepted. Applicant FD-258 fingerprint cards may be obtained by calling Barbara Beasley at DHHS (919-527-6620). Some law enforcement agencies also have these fingerprint cards on hand. Only one (1) card is to be submitted to DHHS for processing;
- Once the fingerprints are rolled on the Applicant FD-258 card, the applicant must complete and sign the “Authority for Release of Information” form. This form is kept on file with the DHHS Human Resources Office for one (1) year. **No fingerprint cards are to be mailed to the DHHS Criminal Record Check Unit for processing without a signed release on file with the HR office.** Each “Authority for Release of Information” form is specific to each of the 33 DHHS agencies;
- Instructions on how to complete the fingerprint card is included in the access agreements. **Please note:** Applicant should only use their legal names when completing the forms. No nicknames or middle names used as first names are allowed. If the applicant’s name is hyphenated, it should be hyphenated on all the required forms.

Information regarding agency name and OCA are broken down by each individual DHHS site. The required information is as follows:

<u>AGENCY</u>	<u>OCA</u>
Black Mtn Neuro-Medical Ctr	DHHSDPC10
Broughton Hospital	DHHSDPC20
Caswell Dev. Ctr	DHHSDPC14
Central Regional Hospital	DHHSDPC27
Cherry Hospital	DHHSDPC21
Disability Determination	DHHSDPC26
Div. of Aging	DHHSDPC38
Div. of Child Development	DHHSDPC35
Div. of Health Service Reg.	DHHSDPC36
Div. of Human Resources	DHHSDPC29
Div. of Medical Assistance	DHHSDPC33
Div. of Mental Health	DHHSDPC40
Div. of Public Health	DHHSDPC25
Div. of Services for the Blind	DHHSDPC02

Div. of Services for the Deaf	DHHSDPC03
Div. of Social Services	DHHSDPC32
Div. of State Op. Healthcare	DHHSDPC41
Div. of Vocational Rehab	DHHSDPC23
Eastern School for the Deaf	DHHSDPC05
J Iverson Riddle Dev. Ctr	DHHSDPC11
Julian F Keith ADATC	DHHSDPC31
Longleaf Neuro-Medical Ctr	DHHSDPC01
Murdoch Dev. Ctr	DHHSDPC12
O'Berry Neuro-Medical Ctr	DHHSDPC13
Office of Education Services	DHHSDPC39
Office of the Secretary	DHHSDPC34
RJ Blackley – ADATC	DHHSDPC28
Walter B Jones ADATC	DHHSDPC30
Western School for the Deaf	DHHSDPC06

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 on the fingerprint card under "Reason Fingerprinted". The applicant should enter the following wording exactly as it is written below:

DHHS Personnel

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

Once applicants are fingerprinted, the "Authority For Release of Information" form and Applicant FD-258 fingerprint card shall be given to the agency's HR manager. The HR manager will keep the Authority for Release on file for a period of one (1) year. The Applicant FD-258 fingerprint card should be mailed to the following address:

**DHHS Criminal Record Check Unit
2201 Mail Service Center
Raleigh, NC 27699-2200
Attention: DHHS Personnel Program**

The HR manager will then ensure the applicant's information has been entered into the DHHS Personnel database so that the DHHS CRC Unit is aware that a fingerprint check result for that applicant is pending. The HR manager is never to submit an Applicant FD-258 fingerprint card to DHHS for processing without having the completed, signed "Authority for Release of Information" 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) and ask to speak to **CHRISTY ALSTON** or **BARBARA BEASLEY**.