

## **INFORMATION FOR LAW ENFORCEMENT - LIVE SCAN FINGERPRINTING FOR DHHS EMPLOYEES**

The North Carolina Department of Health and Human Services has specific requirements for law enforcement agencies that have been authorized to submit fingerprints via Live Scan to the State Bureau of Investigation (SBI) for DHHS employees.

The law enforcement agency is to request that the individual present the following forms before being accepted for fingerprinting. The individual is required to complete the forms before coming to your agency.

- A completed and signed (in 2 areas) Electronic Fingerprint Submission Release of Information (on SBI letterhead) form.
- A completed Applicant Information form.
- All DHHS employees are required to have both a State and federal fingerprint check completed.

The following must be entered into the Live Scan machine in the designated areas, along with the individual’s identifying information:

The **employer name and address will be the same** for all 33 DHHS sites, regardless of which individual site they are employed by. Please enter the following:

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

The **two main DHHS agencies that will require this service** will be the Eastern School for the Deaf (Wilson) and the Western School for the Deaf (Morganton). All other DHHS agencies fingerprint those applicants that have not lived in North Carolina in the last five years. Please enter the following information into the Live Scan machine:

<b><u>AGENCY</u></b>	<b><u>OCA</u></b>	<b><u>Transaction</u></b>	<b><u>NC FP Card Type</u></b>
Eastern School for the Deaf	DHHS DPC05	NFUF	OTH
Western School for the Deaf	DHHS DPC06	NFUF	OTH

The other DHHS sites will have limited numbers that will request this service. In the event another approved DHHS agency employee requests a fingerprint check be completed, please enter the following information into the Live Scan machine:

<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
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

**Reason Fingerprinted Section** (the same for all 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. Please enter the following title and NCGS reference:

**DHHS Personnel**

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

**Signature of Official Taking Fingerprints Section**

Please include the name of fingerprinting technician. If no name is entered, please type in the name of your agency or county.

**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* form must be given to the individual.

**You will not be asked to assist the individual if they do not have the correct forms.** If an individual requests to have their fingerprints taken by Live Scan, but doesn't have the required paperwork, we suggest they call our office or refer to their instructions.

**Please do not print out a card after prints have been transmitted via Live Scan for any reason.** Applicants are not required to keep a fingerprint card on file for those using Live Scan and if a fingerprint card is printed, DHHS may be charged twice for the same check.

**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** or **BARBARA BEASLEY**.