



## CHILD CARE SCHOLARSHIP BACKGROUND CHECK REQUIREMENTS

### Fact Sheet for License-Exempt Child Care Program Employee or Volunteer

The Department of Health and Human Services (DHHS) requires you to be fingerprinted when you apply to become a license-exempt child care program employee or volunteer, age 18 years or older, who has contact with children. New Hampshire Law RSA 170-E:7 requires that DHHS conduct background checks on license-exempt child care providers enrolled in the Child Care Scholarship program. The background check will consist of:

- Fingerprint-based criminal record check of the FBI national database (age 18 and older);
- Check of National and State Sex Offender Public Websites;
- Criminal History Record check for every state lived in during the past five years, and
- Check of the Child Abuse and Neglect Registries for every state lived in during the past five years (age 12 and older).

#### What You Need to Know about Fingerprinting

##### The Process to Follow:

1. Call the appointment desk at **603-223-3867** and identify yourself as a license-exempt child care provider, employee or volunteer. Ask to schedule an appointment to be fingerprinted;
2. Bring with you an official Federal or State issued photo identification such as a driver's license or passport. Arrive at the fingerprint station at least 10 minutes before your scheduled appointment.
3. If you don't have a valid driver's license or passport, you can have a State issued photo ID made at your local Department of Motor Vehicles for a fee of \$10.00. They will require an original birth certificate and one other form of identification, such as your social security card, along with proof-of-residency,
4. At the appointment, a clerk will give you a completed form titled "Applicant/Licensing LiveScan Fingerprinting" (**Do Not Lose This Form**) (**Make A Copy For Your Records**)
5. Pick up the necessary forms from your employer;
6. Complete a NH Health and Human Services Criminal History Record Information Authorization Form DSSP372;
7. Have your signature on section II of the NH Health and Human Services Criminal History Record Information Authorization Form DSSP372 notarized by a notary public;
8. **Mail** the following forms to the NH Division of State Police, Criminal Records, 33 Hazen Drive, Concord, NH 03305
  - Applicant/Licensing LiveScan Fingerprinting form;
  - The notarized NH Health and Human Services Criminal History Record Information Authorization Form DSSP372;
  - A check or money order for \$12.00 for each individual being fingerprinted. Make the check payable to: **State of NH Criminal Records**.

**IMPORTANT:** Fingerprints only remain in the database for 30 days. Failure to submit these forms to the NH Division of State Police, Criminal Records within 30 days will require you to be re-fingerprinted.

## What You Can Expect

A Department of Safety employee will assist you with the fingerprinting process. Expect the appointment to require 15 minutes of your time. This is an inkless process. Your prints will be taken on a digital machine. Your fingerprints will be processed through the New Hampshire State Police and the FBI databases.

## The Results of the Background Checks

The results of the background checks will include any records held in the FBI and New Hampshire State Police criminal records databases, as well as any records in the central registry of child abuse and neglect. DHHS will receive the results and a copy will be placed in your child care employer's enrollment file.

If the background check reveals information of concern, your employer and you will receive a certified letter. You will need to submit a letter of explanation. You may also be required to submit a corrective action plan prior to final approval of your employment as a license-exempt child care program employee or volunteer.

## What Else You Should Know

At every three-year renewal of the license-exempt child care program's enrollment, you will be required to complete a new background check form. Every five years you will be required to be fingerprinted. Only LiveScan prints are accepted, no ink prints will be accepted.

## Fingerprint Stations

**NH Department of Safety - Concord:** 33 Hazen Drive (James H. Hayes Building), Concord

**DMV Dover Point:** 50 Boston Harbor Road, Dover

**DMV Manchester Commons:** 377 South Willow Street, Manchester

**Troop C – Keene area:** 15 Ash Brook Court, Keene

**Troop D – Bow area:** 139 Iron Works Road, Concord

**Troop E – Ossipee area:** 1864 Route 16, Tamworth

**Troop F – Littleton area:** 549 Route 302, Twin Mountain

If you have questions, please call the DHHS/DCYF Child Care Enrollment Specialist at 1-800-852-3345 Ext. 4228

