

**From:** [Childcare Info](#)  
**To:** [Childcare Info](#)  
**Subject:** Fingerprinting and Comprehensive Background Checks for Existing Child Care Staff  
**Date:** Thursday, December 31, 2020 10:47:20 AM  
**Attachments:** [DOI Fingerprint Unit FAQ 6.1.20.pdf](#)  
[IDEMIA Pre-Payment Enrollment Application.pdf](#)  
[A Series Background Check Documents 062020.docx](#)  
**Importance:** High

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Dear Child Care Provider,

Beginning January 1, 2021, existing child care staff who were cleared and fingerprinted between 1969 and 2013 and are actively employed are required to undergo the Comprehensive Background Checks (CBC) between January and March, 2021. We have identified staff in your program who meet these criteria. **All CBC steps, including fingerprinting, and completion of the A-Series Packet and State Central Registry Clearance, must be submitted by March 31, 2021.** Staff may continue working while undergoing the CBC process.

Beginning January 2021, fingerprinting will be available for staff previously fingerprinted between 1969 and 2013 at IdentoGO Centers, which are located throughout the five boroughs, as well as outside of NYC. Individuals fingerprinted after 2013 will undergo CBC processing at a later date; details will be shared when available. **The Department of Investigation (DOI) is no longer offering fingerprint processing. Due to high volume, please schedule your appointments soon and stagger them throughout January, February and March so that everyone can be accommodated.**

**To make an IdentoGO fingerprinting appointment**, visit <https://uenroll.identogo.com/>. Enter the Service Code **157XX3**. You must use this Service Code for the results to be transmitted to the NYC Department of Health and Mental Hygiene (DOHMH), and to avoid having to be re-printed at additional costs.

Applicants currently working or seeking work at a Department of Education (DOE)-funded child care program must continue to go to [DOE for fingerprinting](#), and not to IdentoGo. The DOE will send out separate instructions about fingerprinting and clearances, with specific timelines that may differ from the ones outlined in this email.

Attached are an FAQ from DOI, an IDEMIA pre-payment enrollment form and an updated A-series packet to reflect fingerprint changes. Please contact your DOHMH [borough office](#) or email [childcareinfo@health.nyc.gov](mailto:childcareinfo@health.nyc.gov) if you have additional questions.

Thank you,

Bureau of Child Care

New York City Department of Health and Mental Hygiene