

LICENSED CENTER AND FAMILY CHILD CARE PROGRAMS UPDATED BACKGROUND CHECK PROCESS

Effective: 01/14/2019

Please begin sending all background check forms and payment to CCLU in one package.

In order to streamline our system and ensure all required documents have been submitted properly we are asking that you send ALL forms and payment directly to CCLU instead of sending some information to state police and some to CCLU.

To ensure more timely turnaround of eligibility:

- Please type all forms - they are fillable on our website then can be printed out.
- Read and follow instructions completely, each form has a second page with detailed instructions.

Items to include:

- Notarized Household & Personnel form (CCLU 1-B)
- Criminal History Record Information Authorization (CCLU 1-A) form with check made payable to: NHSP-Criminal Records Unit
- LiveScan Fingerprinting form
- Any out of state abuse and neglect forms and payment for states lived in over the past 5 years
- Employment Eligibility Card Application (CCLU 1-C) and check made payable to: Child Care Licensing Unit. Read instructions on page 2 to determine if a card is required. If yes, complete **BOTH** sides.

REMINDERS:

- Carefully follow instructions for accurate and timely return of results
- “All states lived in” on the Household & Personnel form includes out of state college attendance
- If an individual’s fingerprints were previously completed within the last 5 years for NH child care **BUT** the individual was not employed in a licensed NH child care in the last 6 months, that individual must be fingerprinted again prior to employment
- Send all forms to CCLU immediately after the appointment for fingerprinting
- You must submit fingerprints three months prior to expiration of previous fingerprint submission, including a Household & Personnel form and any other forms required
- Individuals who turn 18 after becoming employed or while living in the residence should be printed immediately following their 18th birthday or upon returning home from college if applicable

KEEP INFORMED:

Child Care Licensing is working to become 100% compliant with federal laws related to background checks for individuals working in child care. Please stay informed of changes by:

- Checking our website often for updated instructions and forms
<https://www.dhhs.nh.gov/oos/cclu/fingerprinting.htm>
- Reading ALL instructions carefully, each form includes an instruction page where answers to the most common questions can be found
- Watch your mail and email for notices from us with new procedures
- Call us with questions: 603-271-9025