Child Care Fingerprint Crimi al History Check Instructions

reason.

Fingerprints are required to be eligible for a license, employment or volunteering(completing a practicum) in a Child Care program in Nebraska. The Nebraska State Patrol will not process your request for fingerprinting to obtain a National Criminal Background Check until the Licensure Unit has received your application for the check. Application forms be submitted to the An SCC Administrative

Assistant will submit your application to DHHS Children's Services Licensing.

ALL EC DECLAR S TS L COMPLETE E APPLICATION FOR !

Step 1. Complete the Child Care Fingerprint Criminal History Check Application .

- ➤ Complete all information on <u>Page 1</u> and read each question carefully! Sign and date the form.
- If you are already in the child care field pay special attention to Question #3 on the form! Your results from your child care employee check will be sent to Southeast Community College.
- Deliver the completed Application in person to the Arts & Sciences Division Office, room V-14 (8800 O Street location) and given to Division Administrative Assistant Jessica Vetter.

> OR

> Scan in full-size format and email to

յ <u>՝</u> ֆր քշնաս-ւ	mugt be filled out noath	o o o o o o o o o o o o o o o o o o o
<u>*</u>		
<u> </u>		
•	-	

and accurately! Be sure to answer_each question carefully!!

Proceed to <u>Step 2</u> if you <u>have not</u> been fingerprinted for work in child care.

Step 2. Schedule an appointment at a Nebraska State Patrol Office (4600 Innovation Drive – (402)479-4971, Lincoln, NE)

Visit – https://s/s/sappointment.

to schedule an

1. Click on "Services" tab at the top of the page – select "Fingerprinting" - Scroll down location choices and select "Lincoln-Troop H 4600 Innovation Drive" then proceed to schedule your appointment.

nt:

a. Take one form of PHOTO ID with you to the Nebraska State Patrol Office when getting your fingerprints. Acceptable forms of ID include a driver's license, visa, passport or other document showing that you are here legally in the U.S.

