



BACKGROUND CHECKS

FOR FAMILY CHILDCARE PROVIDERS, ASSISTANTS, SUBSTITUTES, AND HOUSEHOLD MEMBERS

Rev. 12/30/2019

Please make sure each background check packet you submit to OEC includes

- 1) **Payment** of \$88.25 per staff, \$86.25 per volunteer applicant
 - Check or money order made payable to *Treasurer, State of Connecticut*
 - Please make sure your check or money order is complete and signed. Incomplete or altered checks/money orders, or cash must be returned.

2) Fingerprint card

- DPS-125C form or similar format must be used as shown here. DESPP cannot accept other fingerprint cards or photocopied cards.
- **Fill out the front of the card and sign it.**
- Have the person who collects your fingerprints sign it.
- DO NOT FOLD or otherwise damage the card.

DPS-125C (actual size: 8" x 8")

The two forms below are available on the Background Checks webpage

3) Authorization for Release of Information from DCF

- 180 Day Statement: If you have been separated from living in a family child care home or working in child care for more than 180 days, check **False**. Otherwise, check **TRUE**.
- Type of Childcare Facility and Role: Mark the applicable checkbox for each.
- Primary Work Location: List the Licensee's name and the child care home address
- Provider information: List the Family child care license number where you work or live.
- Your information: Ensure that all information is complete and accurate.
- Residential Addresses: List at least the last FIVE years, include dates of residence.
- Children Who Have Lived With You: List all people who have ever lived with you when they were under age 18, even if they are adults now.
- Signature: Your form must be signed and dated

4) FBI Privacy Act Statement and Noncriminal Justice Applicant's Privacy Rights

One, two-sided sheet contains three sections: "FBI Privacy Act Statement", "Agency Privacy Requirements for Noncriminal Justice Applicants", and "Noncriminal Justice Applicant's Privacy Rights". LICENSEES must ensure that each applicant reads this sheet, prints their name and DOB, and signs and dates the form.

Mail all four items together in the same envelope to:
CT Office of Early Childhood, Legal Division
Background Checks Unit
450 Columbus Boulevard, Suite 303
Hartford, CT 06103

INCORRECT OR INCOMPLETE DOCUMENTS MUST BE RETURNED.
This will delay your background check results.

Questions? Visit <https://www.ctoec.org/background-checks/> ... e-mail OEC Legal at ocresults@ct.gov or call (860) 500-4466.

See reverse for answers to frequently-asked questions

FREQUENTLY ASKED QUESTIONS

Q: Who is required to get fingerprint-based background checks?

A: Connecticut General Statutes Sec. 19a-87(b) applies to family child care licensees, staff, and household members age 16 and older.

Q: Where can I get fingerprinted?

A: Contact your local police department, State Police barracks, or the Connecticut Department of Emergency Services and Public Protection (DESPP) Fingerprinting Division at (860) 685-8270. Some law enforcement agencies offer public fingerprinting only on certain days and times, or by appointment. Some agencies charge a fee to take fingerprints; this is separate from the DESPP and FBI background check processing fee that you submit to OEC.

Q: How much is the background processing fee? Can I write one payment check for multiple background checks?

A: Effective 1/1/2019, the background check processing fee paid to OEC is \$88.25 per employee. Please submit individual checks when possible, to prevent delays. Payment can only be accepted for the correct amount. We can not accept cash.

Q: My fingerprints were taken electronically, and the officer gave me a printed-out card. It looks similar to the green ones you sent me, but it's in black ink. It is also smaller. Is that OK?

A: Black ink is okay as long as the card is in the same format as form DPS-125C (shown on reverse). DESPP will not accept fingerprint cards smaller than 8 inches by 8 inches.

Q: I got fingerprinted for another CT childcare provider within the past five years. Can I use that background check result for my home child care application?

A: Effective 12/15/2017, state law allows some portability of earlier background check results. To learn whether you have a completed background check that applies to this employment or residence, please email ocresults@ct.gov or call 860-500-4466, option 3.

IMPORTANT NOTICE FOR PROVIDERS, ASSISTANTS, AND SUBSTITUTES WHO ARE NOT YET LICENSED: You must begin the licensing process with the OEC Licensing Division before we can conduct your background check. If you have questions about the licensing process, please call the OEC Licensing Division at (860) 500-4450.

If you have other questions or need additional clarification, please visit our website at <https://www.ctoec.org/background-checks/> or e-mail ocresults@ct.gov or call OEC Legal at (860)500-4466.

Thanks for all you do to provide safe, nurturing care to young children!