

## **BACKGROUND CHECKS** FOR CHILD CARE CENTER STAFF AND VOLUNTEERS

effective 12/15/2018

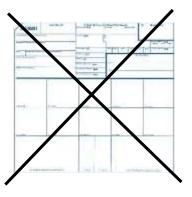
Please make sure each packet you submit to OEC includes:

- 1. Payment of \$88.25 per staff applicant Or \$86.25 per volunteer applicant
  - Check or money order made payable to *Treasurer*, *State of Connecticut*
  - Checks and money orders must be complete and signed. Incomplete or altered checks/money orders, or cash will be returned.

#### 2. Fingerprint card

- DPS-125C form or similar format must be used as shown below. DESPP will not accept other fingerprint cards or photocopied fingerprint cards.
- Fill out the front of the card and sign it at the time that your fingerprints are taken.
- DO NOT FOLD or otherwise damage the card.





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

DESPP no longer accepts these cards.

#### 3. Authorization for Release of Information from DCF

- 180 Day Statement This is a <u>new</u> requirement. Check True or False.
- Type of Childcare Facility and Role Mark the applicable checkboxes for each.
- Primary Work Location list the name and address of your *primary* work location.
- Provider information list license numbers for all locations where you might work.
- Your information ensure that all information is complete and accurate.
- Residential Addresses list for at least the last FIVE years, include dates of residence.
- Children Who Have Lived With You <u>this section does not apply to Centers</u>
- Signature Your form <u>must</u> be signed and dated

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

One sheet contains three sections: "FBI Privacy Act Statement," "Agency Privacy Requirements for Noncriminal Justice Applicants," and "Noncriminal Justice Applicant's Privacy Rights. YOU MUST ENSURE THAT each applicant receives this sheet, **completes printed name and DOB**, and **signs and dates in two places**. Please submit to OEC with the fingerprint card and payment.

#### INCORRECT OR INCOMPLETE DOCUMENTS MUST BE RETURNED.

#### This will delay your background check results.

Questions? E-mail the OEC Legal Division at <u>oecresults@ct.gov</u> 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-80(c) applies to child care center employees and volunteers who are 16 or older and work with children 12 or more times per calendar year.

#### Q: Where can I get fingerprinted?

**A:** Contact your local police department, state police barracks location, or the Connecticut Department of Emergency Services and Public Protection (DESPP) Fingerprinting Division at (860) 685-8270. Some law enforcement agencies offer fingerprinting to the public 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 make one payment for multiple background check applications?

A: Effective 1/1/2019, the OEC background processing fee is \$88.25 per employee (\$86.25 per volunteer.) <u>We strongly encourage you to submit individual checks, if possible, to prevent delays</u>. Payment can only be accepted for the correct amount. We do 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 new employer?

**A:** Effective 12/15/17, state law allows some portability of earlier background check results. To learn whether you have a completed background check that applies to this employment, please print and complete a <u>Background Check Status Inquiry</u> form (available on the OEC Licensing, Background Checks webpage) and submit to oecresults@ct.gov or fax the form to 860-326-0555.

# Q: I am employed by a child care provider who operates multiple locations. Do I need to get a separate background check for each location?

**A:** No. On your "Authorization for Release of Information from DCF" form, please list the license number and address of your <u>primary</u> work location, and include additional license numbers for all locations where you <u>might</u> work.

If you have other questions or need additional clarification, please e-mail <u>oecresults@ct.gov</u> or call OEC Legal at (860)500-4466.