

OEC Legal Division Update – March 6, 2019

from the OEC Background Check Unit



Connecticut Office of
Early Childhood

Valuable time is lost when background check applications are incomplete or items are separated from each other and must be returned to the sender.

Tips for a Successful Background Check Application:

- **Livescan fingerprinting:** If possible, have the fingerprints (FP) collected via Livescan – *not inked!* Inked prints are more frequently rejected by the Dept. of Emergency Services and Public Protection (DESPP). [State Police Barracks](#) and many local police departments provide Livescan fingerprinting. Call ahead to check.
- **Payments:**
 - a. Send a [separate payment](#) for each person’s application.
 - b. Be sure to [include the person’s name](#).
 - c. Be sure to [sign](#) the check or money order.
 - d. Make payment for the [correct amount](#): \$88.25 if person is a staff or household member, \$86.25 if volunteer
 - e. Make [payable to](#) “Treasurer, State of CT”
- **Application Packet:** Send all 4 required documents per applicant in the [same envelope](#).

Background Check Packet Contents:

1. **Payment**
2. **Fingerprint card:** Include all information on the front and back, sign and date.
3. **FBI Privacy Rights:** Read and sign in 2 places
4. **Authorization to Release Information from DCF form:** include all information, sign and date.
 - Be sure to include [5 years](#) of residential addresses.

Please send all four items together to:

CT OEC Legal Division
Background Checks Unit
450 Columbus Boulevard, Suite 303
Hartford, CT 06103

Thank You!

Questions: Send us an email at ocresults@ct.gov