Introducing BCIS

The Background Check Information System (BCIS) is a tool to help you submit required information to the OEC. It dramatically streamlines the process of getting a background check.

Before you begin.....
Make sure to use an up-to-date browser like Chrome, Edge, Firefox, or Safari with BCIS. Note that BCIS will not work with Microsoft Internet Explorer. Microsoft has officially retired Internet Explorer — it is no longer updated or supported.

1. Check your email for an invitation to create an account

The Youth Camp Administrator will send you an invite to a Youth Camps BCIS Roster.

When you receive this email click on the ACTIVATE button.

The email will come from oecbcis@ct.gov and have the subject line “BCIS Account.” Click the “Activate” button to create your account.

If you don’t get the email, check with your Youth Camp Administrator
2. Create your account

Once you follow the link, you'll enter your email address, create a password, and click 'Register.'

Registration screen

Check your email again. You should see an email from oecbcis@ct.gov with the subject “BCIS Confirm your account.” Open that email and click the button to “verify your account.”

Example of the second email to verify your account

Now, you can login with the password you created. You'll be asked to confirm your date of birth for security purposes. Your account has now been created. You will use this log-in information anytime you receive an email about completing a background check or
the Youth Camp Administrator requests you to update information in your background check.

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**How do I get a background check?**

When it is time for you to obtain or renew your background check, your Youth Camp Administrator will send you a REQUEST BACKGROUND CHECK email via BCIS. There are two background check options that your camp administrator can choose to have you complete, the Traditional BCIS Background Check (skip to page 7) OR the Youth Camp Specific Background Check (skip to page 3). Please see instructions for both below:

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**Youth Camp Specific Background Check Instructions:**

1. First, you will need to make sure that your demographics and address history are up to date. This is done by:
   a. Clicking on the PERSON DETAIL button on the left-hand side.
   b. Update and Confirm:
      i. First Name
      ii. Last Name
      iii. Date of Birth
      iv. Gender
      v. ID Type (you may choose your SSN, Unavailable or ITIN)
vi. Visa Type (select N/A unless you hold a one of the specific visas noted in the drop-down; please refer below screenshot for available visa categories)

vii. Visa Expiration Date (if applicable)

c. Once you verify your demographics click the purple SAVE button.

d. This will bring you to the alias page. Please enter any other names you have used. When done click the purple CONTINUE TO ADDRESS button.
e. This brings you to the Address History tab. Under the Address Tab you will enter — or confirm — any and all addresses where you have lived during the last **5 years** (60 months). Start at your current address and work backwards. **IMPORTANT**, if you do not enter the required 5 years/60 months of address history your background check will be delayed and can delay your employment start date. There is a built-in calculator, and it must read **AT LEAST** 60 months for your background check to be completed. (See blue arrow below). When finished please click the purple UPDATE BUTTON.

2. Next you will click on the purple START A BACKGROUND CHECK button to begin your background check.
3. This will take you to the beginning of the background check process. Please review the terms and conditions and click the box that indicates that you have reviewed the terms and conditions and hit 'Next'.

4. Read and authorize the DCF Check by clicking on the authorization box and entering your name and date. Then click SUBMIT.
5. You will then see your confirmation page:

![Confirmation Page](image)

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**Traditional BCIS Background Check Instructions:**

Your camp administrator may choose this background check method as their preferred method OR should a conviction of an OEC Disqualifying Crime be found when your Youth Camp Administrator is conducting the Name and DOB check on the CT Judicial site, you will be required to complete a background check that includes a fingerprint component which searches national databases for criminal convictions. Please follow the steps below:

**Please take the following steps to complete your background check:**

1. First you will need to make sure that your demographics and address history are up to date. This is done by:
   a. Clicking on the PERSON DETAIL image on the left-hand side.
b. Update and Confirm:
   i. First Name
   ii. Last Name
   iii. Date of Birth
   iv. Gender
   v. ID Type (You may choose your SSN, Unavailable or ITIN)
   vi. Visa Type (select N/A unless you hold a one of the specific visas noted in the drop-down; please refer below screenshot for available visa categories)
   vii. Visa Expiration Date (if applicable)

c. Once you verify your demographics click the purple SAVE button.
d. This will bring you to the alias page. Please enter any other names you may have used. When done click on the purple **CONTINUE TO ADDRESS** button.

A **Alias Information**

Add Any Name Changes, Maiden Names, Aliases, Also Known As (AKA), etc...

If the individual has used any other name legally (not nicknames), add that name (including both first and last name) below, then click "Add" to confirm. Repeat to add additional aliases or any other name the individual has used legally.

<table>
<thead>
<tr>
<th>Alias First Name</th>
<th>Alias Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alias Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Add  **Continue to Address**  **Clear**

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a. This brings you to the Address History tab. Under the Address Tab you will enter — or confirm — the addresses where you have lived during the last 5 years (60 months). Start at your current address and work backwards. **IMPORTANT**, if you do not enter the required 5 years/60 months of address history your background check will be delayed and will delay your start date. There is a built-in calculator, and it must read AT LEAST 60 months for your background check to be completed. (See blue arrow below). When finished please click the purple **UPDATE BUTTON**.
2. Next, you will click on the purple START A BACKGROUND CHECK button to begin your background check.

3. This will take you to the beginning of the background check process if there is an existing valid invitation. If not, please reach out to your program admin / Director/ Supervisor. Please review the terms and conditions and click the box that indicates that you have reviewed the terms and conditions and hit Next.
4. Read and authorize the DCF Check by clicking on the authorization box and entering your name and today's date. Then click NEXT.

5. Review the FBI Privacy Act Statement and click the Attest box, enter your name and date. Then click Next.
6. Select the Child Care Facility Type Role: OEC Child Care Center from the drop-down menu.
7. Next you will write down the OEC Youth Camp Employee Service Code **0A02-AC97** because you will need it on the next screen. Once you have done this, please click on the purple box **CCHRIS WEBSITE**. This will take you to the site where you will pre-enroll for fingerprinting. **If you skip this step, you will not be able to obtain digital fingerprints.**

8. BCIS will remind you to write down the service code you will need to pre-enroll for fingerprints. If you are confident you have the code ready, click the **Acknowledge button**.
9. This will take you to the CCHRS Website. Once you arrive you will enter the OEC Service Code 0A02-AC97 for OEC Youth Camp Employee.

10. Once you have entered the Service Code, click ‘Submit Service Code’
11. If your screen displays the OEC Youth Camp Employee Service Code click the YES button.

12. Please fill out the Pre-Enrollment form. You are only required to fill out the **TEAL** blocks, you may leave the green blocks empty.
13. Once you have populated all the TEAL blocks, scroll to the bottom, and click on SUBMIT MY PRE-ENROLLMENT.

14. If you have done it correctly, you will receive a success message. It is important that you note the Applicant Tracking Number, you will need to enter it into BCIS and to schedule your fingerprinting appointment. It will always begin with the current year and the letter “T” followed by seven numbers. An email confirmation will be sent to the email address you used to pre-enroll.
15. You will now go back to BCIS and enter the Applicant Tracking Number into the ATN line. You will also select how you will obtain your prints:
   a. If you select Digital prints, it will allow you to schedule a fingerprint appointment right from BCIS (please see Step 16), click NEXT to go to Step 16.
   b. If you choose to obtain your digital prints at a police station, please click this box, hit NEXT, and it will complete your process.
   c. If you choose an already scheduled 211 site, this means that your Camp Administrator has coordinated for an onsite fingerprint clinic.

16. If you choose to schedule your own prints at a 211 location, you will be redirected to the next page where you can schedule an appointment.
   a. You will select the location you would like to use from the drop-down menu. Then you will select OEC Child Care Center as the Reason.
   b. In the LIVE session if there are available appointments at the location you have chosen, they will appear.
   c. If there are no available appointments at your location of choice, you may have to choose another location. Once you have made your choice click SUBMIT.
d. Once you complete your fingerprints and OEC receives notification of favorable results the results will be entered into your profile and your status will update to CURRENT.

e. If the results show a conviction of an OEC Disqualifying Crime, you and your Administrator will be notified that additional steps will be required to address the finding. Your administrator will only be made aware that additional information is required, the OEC will not disclose the any information about the finding.