

# Staff of Youth Camps Instructions for Creating an Account and Completing a Background Check

## Introducing BCIS

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

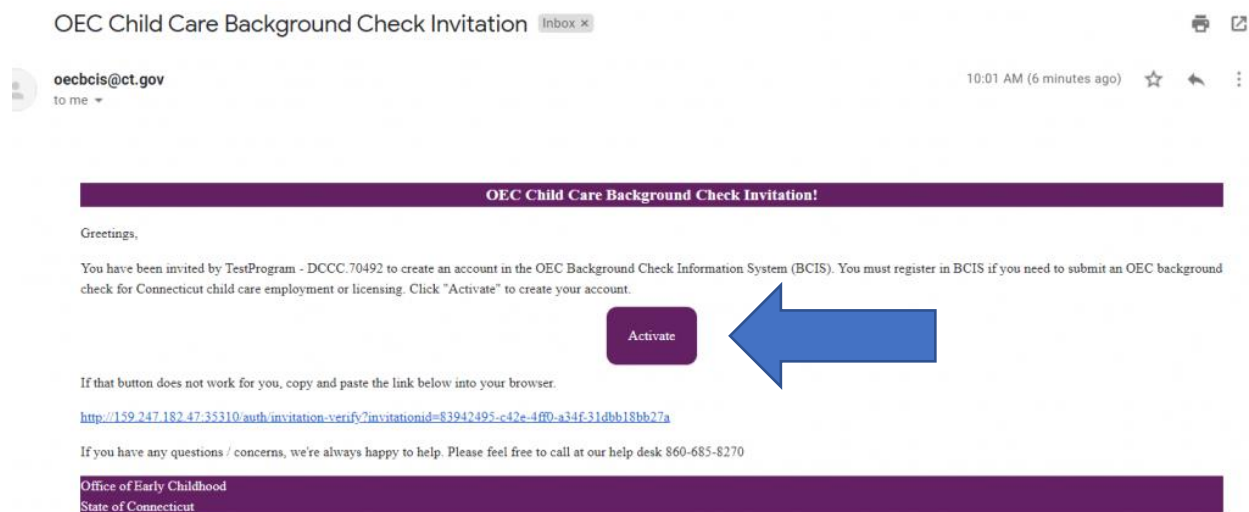
### Before you begin

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's 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 the Youth Camps BCIS Roster.

When you receive this email click on the ACTIVATE button.



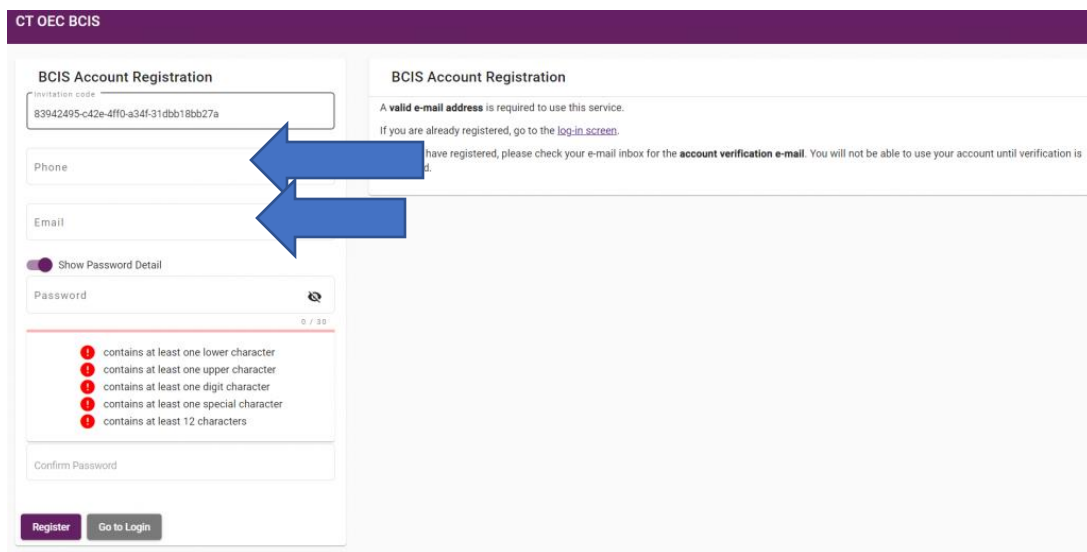
The email will come from [oeabcis@ct.gov](mailto:oeabcis@ct.gov) and have the subject line “**BCIS Account.**” Click the “Activate” button to create your account.

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



CT OEC BCIS

### BCIS Account Registration

invitation code

83942495-c42e-4ff0-a34f-31dbb18bb27a

Phone

Email

Show Password Detail

Password

0 / 30

- 1 contains at least one lower character
- 1 contains at least one upper character
- 1 contains at least one digit character
- 1 contains at least one special character
- 1 contains at least 12 characters

Confirm Password

Register Go to Login

### BCIS Account Registration

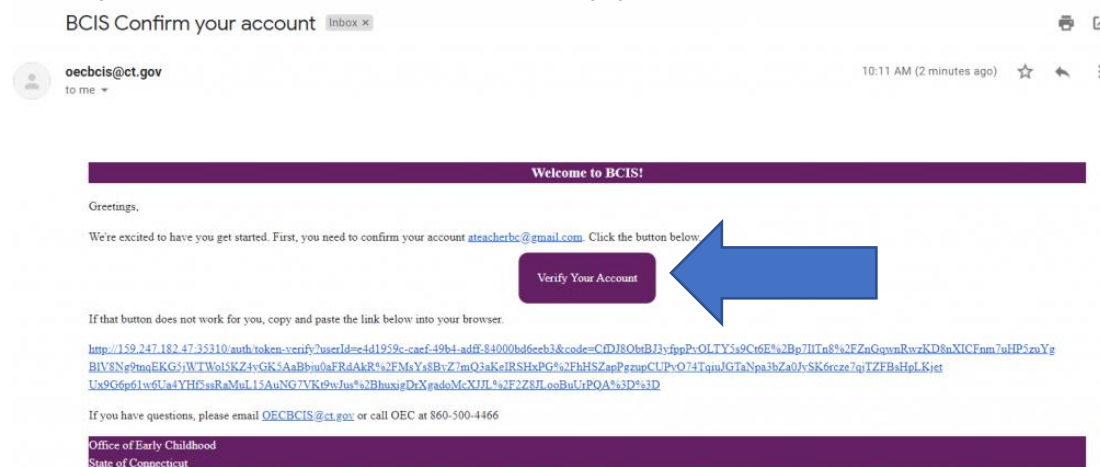
A **valid e-mail address** is required to use this service.

If you are already registered, go to the [log-in screen](#).

If you have registered, please check your e-mail inbox for the **account verification e-mail**. You will not be able to use your account until verification is complete.

Then check your email again. You should see an email from [oeabcis@ct.gov](mailto:oeabcis@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.

## 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, using BCIS. There are two background check options that your camp administrator can choose to have you complete, the Traditional BCIS Background Check OR the Youth Camp Specific Background Check. Please see instructions for both below:

## 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 image on the left-hand side.

Background Check Information - X

Not secure | bds-dev.oec.ct.gov/35510/individual/person-detail

Menu

CT OEC BCIS

Demographic Information

Alias

Address Information

Demographic Information

First Name

Testeno

Middle Name

Last Name

EC0001

Suffix

Choose a DOB

1/1/2000

Gender

Male

ID Type

Unavailable

Continue to Alias

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)

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

Menu

CT OEC BCIS

Sign Out

Demographic Information

Alias

Address Information

Demographic Information

First Name

FirstName

Middle Name

Last Name

LastName

Suffix

Choose a DOB

1/1/1980

Gender

Non-binary

ID Type

SSN

010-01-0101

Clear

Save

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.

## 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.

Alias First Name

Alias Middle Name

Alias Last Name

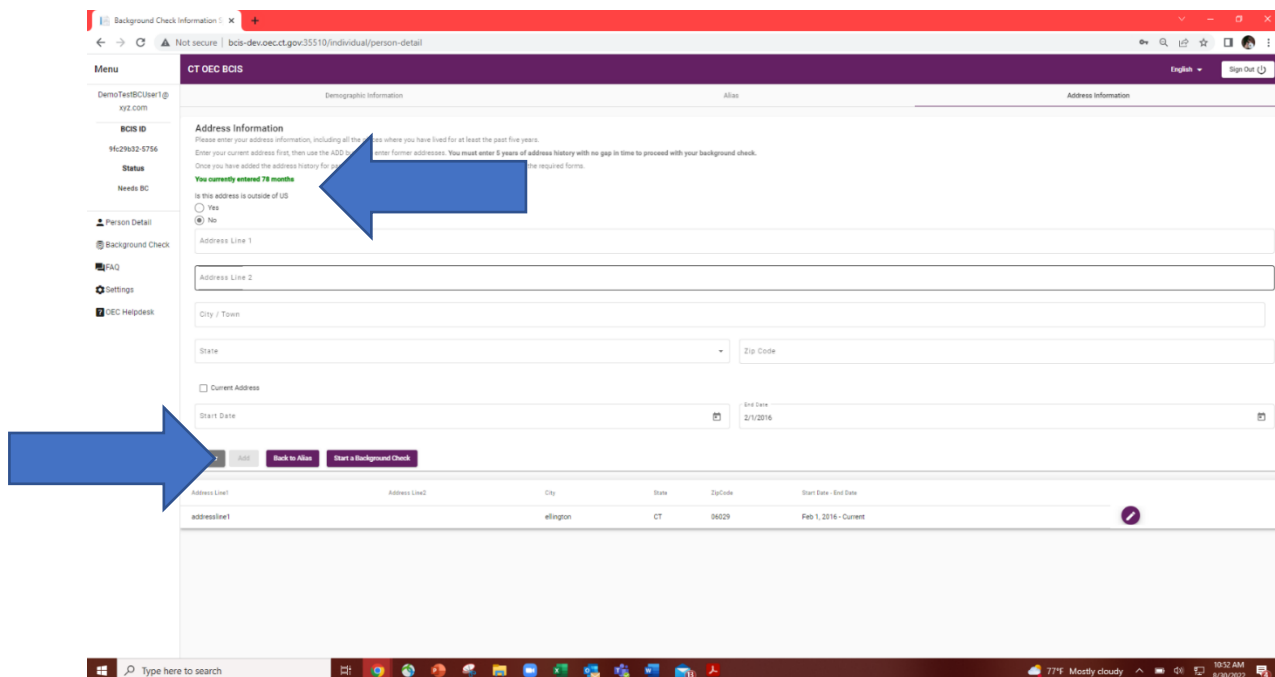


Add

Continue to Address

Clear

- e. This brings you to the Address History tab. Under the Address Tab you will enter – or confirm – the addresses where you have lived for during the last **5 years (60 months)**. **IMPORTANT**, if you do not enter the required 5 years/60 months of address history your background check will be delayed, this 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.



Background Check Information :: X

Not secure | bcs-dev.oec.ct.gov/35510/individual/person-detail

Menu

CT OEC BCIS

English Sign Out

DemoTestBCUser1@xyz.com

BCIS ID: H2932-5756

Status: Needs BC

Person Detail

Background Check

FAQ

Settings

OEC Helpdesk

Address Information

Please enter your address information, including all the addresses where you have lived for at least the past five years. Enter your current address first, then use the ADD button to enter former addresses. You must enter 5 years of address history with no gap in time to proceed with your background check. Once you have added the address history for all the required forms.

You currently entered 78 months

Is this address outside of US?

☐ Yes

☒ No

Address Line 1

Address Line 2

City / Town

State

Zip Code

☐ Current Address

Start Date

End Date

2/1/2016

Address Line1	Address Line2	City	State	Zip Code	Start Date - End Date
addressline1		ellington	CT	06029	Feb 1, 2016 - Current

77°F Mostly cloudy 10:32 AM 10/10/2022

2. Next you will click on the purple START A BACKGROUND CHECK button to begin your background check.

Background Check Information 1: X

Not secure | bci-dev.oec.ct.gov:35510/individual/person-detail

Menu

CT OEC BCIS

Demographic Information | Alias | Address Information

DemoTestBCUser1@xyz.com

BCIS ID: 9f29632-5756

Status: Needs BC

Person Detail | Background Check | FAQ | Settings | OEC Helpdesk

**Address Information**

Please enter your address information, including all the places where you have lived for at least the past five years. Enter your current address first, then use the ADD button to enter former addresses. You must enter 5 years of address history with no gap in time to proceed with your background check. Once you have added the address history for past 5 years, please click the background check button to submit the required forms.

**You currently entered 78 months**

Is this address is outside of US

☐ Yes

☒ No

Address Line 1

Address Line 2

City / Town

State

Zip Code

☐ Current Address

Start Date

End Date

2/1/2016

Clear Add Back to Alias Start a Background Check

Address Line1	Address Line2	City	State	ZipCode	Start Date - End Date
addressline1		ellington	CT	06029	Feb 1, 2016 - Current

- 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

#### 1 Terms and Conditions

##### Terms and Conditions

- You are now accessing the OEC Background Check Information System (BCIS) in order to submit the information needed to complete your background check pursuant to Connecticut Law.
- Any unauthorized use of this system is prohibited.
- The data you access in this system as an individual user is solely your own. If you have accessed any other data in error, stop immediately and contact your employer and OEC to report this error.
- To complete your background check, you must submit 1) Authorization for Release of Information from DCF, 2) FBI Privacy Notices, 3) Fingerprints, 4) CCHRS Applicant Tracking Number
- You must enter five full years of address history
- If you have lived in any state outside of Connecticut in the past five years, you may be contacted to provide additional information that is required to complete background checks in that state.**
- Be sure all demographic information is entered correctly including the correct spelling of your full legal name, any alias or other name you have used legally, and your correct date of birth

☒ I have read and agree to the **Terms and Conditions**

Next

- Then read and Authorize the DCF Check by clicking on the authorization box and entering your name and today's date. Then click NEXT

## Authorization for Release of Information from DCF

**NOTE:** This form must be authorized by each person who is required to complete a child care- or youth camp-related background check through the Office of Early Childhood. Check the OEC website for more information.

I do hereby authorize the Connecticut Department of Children and Families (DCF) to research their records for any and all information concerning charges, findings, dispositions, etc., relating to child abuse and/or neglect, in which I have been named, and to release this information in whole to the Office of Early Childhood (OEC) for the purpose of completing a comprehensive background check. I further authorize the OEC to release any final DCF substantiations of abuse or neglect which resulted in my placement on the central registry to the Director/Operator or other designee of a child care facility for purposes of determining my eligibility for employment, OR assessing my household environment based on an individual 16 years of age or older who resides in my household that is used as a family child care home. I release the DCF and OEC from all liability for any damages I may incur, which may result from the release or use of this information. I submit the information below to assist DCF in their research. This release is valid for a term of five years from the date of signature unless rescinded in writing.

☒ I do hereby **Authorize**

Full Name

Test Test

Today's Date

9/27/2022

Back

Submit

## 5. You will then see your confirmation page:

CT OEC BCIS

✓ **Background Check**  
Background check submitted successfully

Your "Background Check" request has been submitted successfully!!

Terms and Conditions

✓ ●

DCF Form

✓ ●

Print

## 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 state Judicial site, you will be required to complete a background check that includes a fingerprint component which searches for criminal history. 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.

Background Check Information: X

Not secure | bds-dev.oec.ct.gov/3510/individual/person-detail

Menu

Demographic Information

Alias

Address Information

Demographic Information

First Name: TestDemo

Middle Name:

Last Name: TestDemo

Suffix:

Choose a DOB: 1/1/1980

Gender: Male

ID Type: SSN

Continue to Alias

Person Detail

Background Check

FAQ

Settings

DEC Helpdesk

77°F Mostly cloudy 10:52 AM 5/30/2023

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

Menu

CT DEC BCIS

Sign Out

Demographic Information

Alias

Address Information

Demographic Information

First Name: First Name

Middle Name:

Last Name: Last Name

Suffix:

Choose a DOB: 1/1/1980

Gender: Non-binary

ID Type: SSN

SSN: 010-01-0101

Clear Save

Person Detail

Background Check

FAQ

Settings

- 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.



## 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.

AddContinue to AddressClear

- e. This brings you to the Address History tab. Under the Address Tab you will enter – or confirm – the addresses for where you have lived during the last **5 years (60 months)**. **IMPORTANT**, if you do not enter the required 5 years/60 months of address history your background check will be delayed, this 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.

The screenshot shows the 'CT OEC BCIS' web application. The 'Address Information' tab is active. A blue arrow points to the status 'You currently entered 78 months' under the 'Status' section. Another blue arrow points to the 'Start Date' field, which is currently set to '2/1/2016'. Below the form, a table shows the address history with one entry: 'addressline1', 'ellington', 'CT', '06029', 'Feb 1, 2016 - Current'. A purple checkmark icon is visible next to the entry.

Address Line1	Address Line2	City	State	ZipCode	Start Date - End Date
addressline1		ellington	CT	06029	Feb 1, 2016 - Current

2. Next you will click on the purple START A BACKGROUND CHECK button to begin your background check.

The screenshot shows the 'CT OEC BCIS' web application. The left sidebar contains a menu with options: Demo Test BCIS User, BCIS ID (9629632-5756), Status, Needs BC, Person Detail, Background Check, FAQ, Settings, and OEC Helpdesk. The main content area is titled 'Address Information' and includes instructions for entering address history. A green message states 'You currently entered 78 months'. Below this are input fields for Address Line 1, Address Line 2, City / Town, State, and Zip Code. There is also a section for 'Current Address' with 'Start Date' and 'End Date' fields. At the bottom, a table displays the entered address information. A large blue arrow points to the 'Start a Background Check' button.

Address Line1	Address Line2	City	State	ZipCode	Start Date - End Date
addressline1		ellington	CT	06029	Feb 1, 2016 - Current

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

The screenshot shows the 'CT OEC BCIS' web application at the 'Terms and Conditions' step. The left sidebar menu is updated with 'Program', 'Roster', 'Certify', 'FAQ', 'Settings', and 'OEC Helpdesk'. The main content area displays the 'Terms and Conditions' text, which includes information about the system's purpose and user responsibilities. Below the text is a checkbox labeled 'I have read and agree to the Terms and Conditions'. A large blue arrow points to this checkbox. Another large blue arrow points to the 'Next' button located below the checkbox. A progress indicator on the left shows the current step (1) and subsequent steps (2-5).

- Terms and Conditions
- DCR Form
- FBI Privacy Notices
- Fingerprint Submission
- Digital Fingerprint Appointment

4. Then read and Authorize the DCF Check by clicking on the authorization box and entering your name and today's date. Then click NEXT

Background Check Information: X

Menu

jill.marini@ct.gov

BCIS ID

326dc620-694a

Status

Person Detail

Background Check

Program

Roster

Certify

FAQ

Settings

OEC Helpdesk

CT OEC BCIS

English

Sign Out

Terms and Conditions

DCF Form

Authorization for Release of Information from DCF

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I do hereby authorize the Connecticut Department of Children and Families (DCF) to research their records for any and all information concerning charges, findings, dispositions, etc., relating to child abuse and/or neglect, in which I have been named, and to release this information in whole to the Office of Early Childhood (OEC) for the purpose of completing a comprehensive background check. I further authorize the OEC to release any final DCF substantiations of abuse or neglect which resulted in my placement on the central registry to the Director/Operator or other designee of a child care facility for purposes of determining my eligibility for employment, OR assessing my household environment based on an individual 16 years of age or older who resides in my household that is used as a family child care home. I release the DCF and OEC from all liability for any damages I may incur, which may result from the release or use of this information. I submit the information below to assist DCF in their research. This release is valid for a term of five years from the date of signature unless rescinded in writing.

☒ I do hereby Authorize

Full Name

Test

Today's Date

8/29/2022

Back

Next

FBI Privacy Notices

Fingerprint Submission

Digital Fingerprint Appointment

5. Then you will review the FBI Privacy Act Statement and click the Attest box, enter your name and today's date. Then Click Next

Background Check Information: X

Menu

jill.marini@ct.gov

BCIS ID

326dc620-694a

Status

Person Detail

Background Check

Program

Roster

Certify

FAQ

Settings

OEC Helpdesk

CT OEC BCIS

English

Sign Out

Terms and Conditions

DCF Form

FBI Privacy Notices

Fingerprint Submission

Digital Fingerprint Appointment

Attest

I attest that I have read the "FBI Privacy Act Statement," "Agency Privacy Requirements for Noncriminal Justice Applicants," and "Noncriminal Justice Applicant's Privacy Rights" above and agree to the terms thereof for using my fingerprints to complete an Office of Early Childhood background check.

Full Name

Test

Today's Date

8/29/2022

Back

Next

- Next you will select the Child Care Facility Type Role: OEC Child Care Center from the drop-down menu.

Background Check Information: X

Menu

CT OEC BCIS

English Sign Out

Terms and Conditions

DCF Form

FBI Privacy Notices

Fingerprint Submission

Person Detail

Background Check

Program

Roster

Certify

FAQ

Settings

OEC Helpdesk

BCIS ID

326dc620-694a

Status

Fingerprint Submission

OEC encourages providers to use 2-1-1 Child Care digital fingerprinting. It's easy, free and more convenient.

You will need to pre-enroll in the CT Criminal History Request System (CCHRS). Please select an agency type to get your code.

Child Care Facility Type/Role

Child Care Facility Type/Role is required.

If you are not sure which Child Care Facility Type to select, please check with your employer.

How would you like to complete your fingerprint

☒ Digital fingerprints at 2-1-1 Child Care (Strongly recommended by OEC)

This option is free and much faster than other options for fingerprint submission.

☐ Digital fingerprints at a police department/CT State Police Troop

☐ 2-1-1 Child Care Fingerprints already submitted/scheduled

Applicant Tracking Number

Back Next

Digital Fingerprint Appointment

Background Check Information: X

Menu

CT OEC BCIS

English Sign Out

Terms and Conditions

DCF Form

FBI Privacy Notices

Fingerprint Submission

Person Detail

Background Check

Program

Roster

Certify

FAQ

Settings

OEC Helpdesk

BCIS ID

326dc620-694a

Status

Fingerprint Submission

OEC encourages providers to use 2-1-1 Child Care digital fingerprinting. It's easy, free and more convenient.

You will need to pre-enroll in the CT Criminal History Request System (CCHRS). Please select an agency type to get your code.

Child Care Facility Type/Role

OEC Child Care Center

OEC Family Child Care

OEC Family Child Care Adult Household Member

OEC Group Child Care Home

OEC Unlicensed Care 4 Kids Child Care Provider (Non-relative)\*\*

This option is free and much faster than other options for fingerprint submission.

☐ Digital fingerprints at a police department/CT State Police Troop

☐ 2-1-1 Child Care Fingerprints already submitted/scheduled

Back Next

Digital Fingerprint Appointment

7. Next you will write down the OEC Child Care Center Service Code **F322-6F2D** because you will need it on the next screen. Once you have done this, please click on the purple box **CCHRS 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.**

Menu

jill.martini@ct.gov

BCIS ID  
326de620-694a

Status

Person Detail

Background Check

Program

Roster

Certify

FAQ

CT OEC BCIS

English Sign Out

Terms and Conditions

DCF Form

FBI Privacy Notices

Fingerprint Submission

**Fingerprint Submission**

OEC encourages providers to use 2-1-1 Child Care digital fingerprinting. It's easy, free and more convenient.

You will need to pre-enroll in the CT Criminal History Request System (CCHRS). Please select an agency type to get your code

Child Care Facility Type/Role  
OEC Family Child Care

If you are not sure which Child Care Facility Type to select, please check with your provider.

Your service code is 9096-9C91. Please go to **CCHRS website**

After you pre-enroll, you will see your Applicant Tracking Number on the confirmation page, you will also receive an email.

You will need to enter your Applicant Tracking Number in the field below:

Applicant Tracking Number

How would you like to complete your fingerprint

☒ Digital fingerprints at 2-1-1 Child Care (Strongly recommended by OEC)  
This option is free and much faster by than other options for fingerprint submission.

☐ Digital fingerprints at a police department/CT State Police Troop

☐ 2-1-1 Child Care Fingerprints already submitted/scheduled

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, Acknowledge.

Menu

jill.martini@ct.gov

BCIS ID  
326de620-694a

Status

Person Detail

Background Check

Program

Roster

Certify

FAQ

Settings

OEC Helpdesk

DCF Form

FBI Privacy Notices

Fingerprint Submission

**Fingerprint Submission**

OEC encourages providers to use 2-1-1 Child Care digital fingerprinting. It's easy, free and more convenient.

You will need to pre-enroll in the CT Criminal History Request System (CCHRS)

Child Care Facility Type/Role  
OEC Family Child Care

If you are not sure which Child Care Facility Type to select, please check with your provider.

Your service code is 9096-9C91. Please go to **CCHRS website**

After you pre-enroll, you will see your Applicant Tracking Number on the confirmation page, you will also receive an email.

You will need to enter your Applicant Tracking Number in the field below:

Applicant Tracking Number

How would you like to complete your fingerprint

☒ Digital fingerprints at 2-1-1 Child Care (Strongly recommended by OEC)  
This option is free and much faster by than other options for fingerprint submission.

☐ Digital fingerprints at a police department/CT State Police Troop

☐ 2-1-1 Child Care Fingerprints already submitted/scheduled

Back Next

Digital Fingerprint Appointment

**Background Check**

Please make note of the Service Code, it will be needed as you move into the next step, the CCHRS Pre-Enrollment. Once you complete the Pre-Enrollment please make note of the Applicant Tracking Number provided to you. This number will be associated with the fingerprint option of your choice and will be used to track your fingerprints. You will need to return to this page once you have obtained an Applicant Tracking Number from CCHRS and enter it below.

Cancel Acknowledge

9. This will take you to the CCHRS Website. Once you arrive you will enter the OEC Service Code **F322-6F2D** for OEC Child Care Center

Connecticut Criminal History Request System  
**PreEnrollment**

Welcome to the Connecticut Criminal History Request System (CCHRS). Your use of this site implies that you are acknowledging that you are submitting a pre-enrollment request for a fingerprint-based criminal history check for an authorized recipient within the State of Connecticut.

**Pre Enrollment**  
The agency (or entity) that is asking you to be fingerprinted should have given you a 'Service Code'. Please enter that code here:

**NOTE:** If you have a CCHRS account, you can sign in here.

CCHRS™  
Version: 10.0.4.3

10. Once you have entered the Service Code, Click Submit Service Code.

Connecticut Criminal History Request System  
**PreEnrollment**

Your session has ended, please log in to continue working

Welcome to the Connecticut Criminal History Request System (CCHRS). Your use of this site implies that you are acknowledging that you are submitting a pre-enrollment request for a fingerprint-based criminal history check for an authorized recipient within the State of Connecticut.

**Pre Enrollment**  
The agency (or entity) that is asking you to be fingerprinted should have given you a 'Service Code'. Please enter that code here:

**NOTE:** If you have a CCHRS account, you can sign in here.

CCHRS™  
Version: 10.0.4.3

11. If your screen displays the OEC Child Care Center Service Code click the YES button.

Connecticut Criminal History Request System  
**PreEnrollment**

Please confirm the information is correct.

Information for Service Code  
**F322-6F2D**

Agency: Office of Early Childhood (OEC) CT920405Z  
Agency ID: CT920405Z  
Applicant Type: OEC Child Care Center Employee

Does the above look correct?

CCHRS™  
Version: 10.0.4.3

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.

Connecticut Criminal History Request System  
**Pre Enrollment**

Office of Early Childhood (OEC)  
OEC Family Child Care Employee

NOTE: Please make sure all mandatory fields are completed (mandatory fields are in bold with asterisk \* & blue highlight)

Last Name\*  
First Name\*  
Middle Name  
Suffix  
DOB\*  
SSN\*  
Race\*  
Ethnicity\*  
Height (inches) 5 feet 8 in\*  
Weight\*  
Eye Color\*  
Hair Color\*  
Place of Birth\*  
Country of Citizenship\*  
Miscellaneous Identifying Number (MIDN)  
Contact Information: (email address needs to be valid and complete or notifications from the system will not be received)  
Phone\*  
Email Address\*  
Email Confirmation\*  
Residence: Home Number\*

13. Once you have populated all the TEAL blocks, scroll to the bottom, and click on **SUBMIT MY PRE-ENROLLMENT**

Company Name: \_\_\_\_\_

Address Street1: \_\_\_\_\_

Address Street2: \_\_\_\_\_

Address City: \_\_\_\_\_

Address State:

Address Zip/Postal Code: \_\_\_\_\_

Emergency Contact:

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Suffix:

Phone: \_\_\_\_\_

Emergency Contact Address:

Address Street1: \_\_\_\_\_

Address Street2: \_\_\_\_\_

Address City: \_\_\_\_\_

Address State:

Address Zip/Postal Code: \_\_\_\_\_

Naturalization:

Location: \_\_\_\_\_

Date: \_\_\_\_\_

Previous Conviction:

Ever Convicted:

Conviction Date: \_\_\_\_\_

Conviction Place:

Conviction Date: \_\_\_\_\_

Conviction Offense: \_\_\_\_\_

[Submit Pre-Enrollment](#)

CCRS™  
Version: 10.0.4.3

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.

Connecticut Criminal History Request System  
**PreEnrollment**

[Print](#)

**SUCCESS. Your Pre-Enrollment has been submitted.**

You will receive an email from the CCHRS system that provides your Applicant Tracking Number and barcode below. You **MUST PRINT** either this page or the email and take that print out with you to get your fingerprints taken. You will need this information at the time fingerprints are taken.

**Applicant Tracking Number: 21T003**

TEST, TEST  
DOB: 1/1/1980

It is required to have the applicant tracking number (above) at the time of fingerprinting.  
Submission date/time: 01/08/2021 10:32

[Start a new request](#) | [I am DONE, end this session](#)

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:
- 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 one site, this means that your Camp Administrator has coordinated for an onsite Fingerprint clinic.

The screenshot shows a web browser window with a red header. The left sidebar contains a 'Menu' with links: jtl.ems@ct.gov, BCIS ID (22646329-696a), Status, Personal Detail, Background Check, Programs, Register, Certify, FAQ, Settings, and OEC Helpdesk. The main content area is titled 'Fingerprint Submission' and includes instructions for users. A dropdown menu for 'Child Care Facility Type' is set to 'OEC Family Child Care'. Below this, a section titled 'How would you like to complete your fingerprint' has three radio button options: 'Digital fingerprints at 211 Child Care (Strongly recommended by OEC)', 'Digital fingerprints at a police department or State Police Troop', and '211 Child Care fingerprints already submitted/checked'. The first option is selected. A blue arrow points to this option. Below the options are 'Back' and 'Next' buttons. Another blue arrow points to the 'Next' button. The browser's address bar shows the URL 'https://201.245.181.47/35133/index.html#fingerprint-check'.

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 your 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.

Background Check Information : x

Not secure | 159.247.182.47:35310/individual/background-check

Menu

CT OEC BCIS

English Sign Out

jill.marini@ct.gov

BCIS ID

326dc620-694a

Status

Awaiting FP

Person Detail

Background Check

Program

Roster

Certify

FAQ

Settings

OEC Helpdesk

Terms and Conditions

DCF Form

FBI Privacy Notices

Fingerprint Submission

Digital Fingerprint Appointment

Schedule Information

Please use the calendar below to request your fingerprint collection appointment.

Please remain in the lobby area when you arrive for your appointment. A staff member will escort you to your appointment. Please call 1-800-505-1000 if you need assistance.

Select a Location

Rocky Hill - United Way of CT, 1344 Silas Deane Highway, Rocky Hill CT 06067

Reason For Fingerprinting for particular candidate

Licensed Child Care Center/ Group Child Care Home

No available date found choose a different location

Submit

- d. Once you complete your fingerprints and OEC receives notification of favorable results the results they will be entered into your profile and your status should 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 there is a finding, OEC will not disclose the any information about the finding.