



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 new 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 – **this section does not apply to Centers**
- Signature – Your form must 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 oeresults@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-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.) We strongly encourage you to submit individual checks, if possible, to prevent delays. 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 [Background Check Status Inquiry](#) form (available on the OEC Licensing, Background Checks webpage) and submit to ocresults@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 primary work location, and include additional license numbers for all locations where you might work.

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