

## **Child Care Fingerprint Criminal History Check Application**

### **Instructions for Child Care Program & Applicant Completing the Application**

\*\*\*If this application is **NOT** sent to Children's Services Licensing, a background check cannot be processed by the Nebraska State Patrol.\*\*\* **INCOMPLETE APPLICATIONS MAY BE RETURNED**

1. The child care staff member, license exempt staff member, college students, and household members must complete PAGE 1.

**Staff members/License Exempt Staff members/College Students:**

- A. employed by the provider for compensation, including contract employees or self-employed individuals;
- B. whose activities involve the care or supervision of children for a provider or unsupervised access to children who are cared for or supervised by the provider;
- C. a non-parent volunteer, or
- D. who is residing in a family child care home and who is eighteen (18) years of age or older

2. The Program Director/Licensee/License Exempt/Pending Licensee/College Programs must complete PAGE 2.

**SUBMITTING APPLICATION, DOCUMENTATION, & FEES**

3. Send this application to: DHHS.ChildCareLicensing@nebraska.gov  
OR

DHHS Licensure Unit Children's Services Licensing  
PO Box 94986  
Lincoln NE 68509-4986

4. Complete the fingerprinting process with the Nebraska State Patrol  
<https://statepatrol.nebraska.gov/services/fingerprinting>  
OR

If the location is not a Nebraska State Patrol Troop location, you must submit fingerprints to the following address:

Nebraska State Patrol-Criminal Identification Division  
4600 Innovation Dr  
Lincoln NE 68521

5. If a fee is required, payment must be made to Nebraska State Patrol. If payment is NOT made, background checks will not be processed.
6. A letter will be emailed to the email address(es) provided by the employer and/or applicant. The child care program is responsible for keeping a copy readily available.