

## Step By Step Background Check Instructions Transcript

Welcome to the step-by-step background check instructions video.

If you're 18 years or older, you must be fingerprinted before you start working. If you have submitted fingerprints for DHHS in the last 5 years, you may not need to repeat fingerprinting. If you are unsure, call us at 603-271-9025.

There are many different fingerprint stations in the state of New Hampshire. Such as Concord, Dover, Manchester, Salem, Tamworth, Keene, and Twin Mountain.

Once you have found a location near you, call the appointment desk at the Department of Safety at 603-223-3867 to make an appointment. Make sure to bring an official photo ID to your appointment. An alternative option is to make an appointment at your local police station, although they may charge extra fees.

To make an appointment with your local police station, call the police station directly. DO NOT CALL the appointment desk number listed on the previous screen. Be sure to bring any additional fees and an official photo ID.

This is the Criminal History Record information authorization form. You can click on the link below to access the form on the DHHS website.

Before you start the application, make sure to check the box that represents the type of program that you will be working at.

In section one, you must include your name, your address, all previous last names, your date of birth, hair color, eye color, and sex. Also include your driver's license number and state. When you're finished sign and date.

Sign and date to authorize the release of criminal record convictions, if any. This form must be notarized.

In the next section of the criminal history form include the name of the child care program you intend to work at, the program's license number, as well the program's physical and mailing address. You must include a payment of \$20.75 to the State Police or you can include your prepaid account information.

If you've lived in a different state during any part of the last five years there must be an abuse and neglect registry check completed in each of those states. Please visit the link on the screen to find the forms and instructions for each state.

This is the Household and Personnel form. Click on the link below to access the form on the DHHS website.

In the first part of the form, include the name of the program you intend to work at and the license number, as well as the program's mailing address. Make sure to list all names, including all last names or aliases that you have ever used. Include your date of birth and your eligibility card number if you have one.

Include today's date and your anticipated state date. This will be the date you intend to be working with children. Indicate the role you are being hired for.

On the next part of the form list all states other than NH that you have lived in, including for college, in the last five years. Include the month, approximate day and year that you lived there, as well as the city and state. Include your current mailing and physical address. List only the last 6 months of New Hampshire child care employment, even if you are currently employed.

The Household and Personnel form must be notarized.

Lastly, you must complete an Employment Eligibility Card application. Click on the link below to access the form on the DHHS website.

You are required to obtain an Employment Eligibility Card if you are 18 years or older and in one of the following roles: Center Director who does not own their program, child care personnel working with children who are employed in the program, family child care workers, or family child care assistants.

Did you complete a fingerprint based background check after January 1 of 2018? If you have not, stop and do this before applying for an Employment Eligibility card. If you have, are you still working for the same child care program that you were working for before October 1<sup>st</sup> of 2017? If yes, STOP, you do not need to apply for an Employment Eligibility Card. If not, apply for an Eligibility Card by completing pages one and two.

In the first part of the application, include your name and your address. The address that you put on this part of the application is where your eligibility card will be mailed to. So if you are a college student and live out of state, consider putting the address of the program you intend to work at.

Fill out this section of the application if this will be your first card. List all previous last names, your date of birth, the name of the program you intend to work at, and the license number. A \$50.00 payment to the Child Care Licensing Unit is required. Send a money order to ensure quicker processing.

If you are renewing an expired eligibility card, include your previous eligibility card number and the expiration date. Include a \$50.00 payment to the Child Care Licensing Unit.

If you have misplaced your card and have not been separated from employment from a New Hampshire Child Care provider for more than 180 days, you may apply for a replacement card. However, you must provide a \$15.00 payment to the Child Care Licensing Unit.

Sign and date the front of the form.

On the second page on the Employment Eligibility Card Application indicate when and where you completed your background check.

Once you are finished, submit the original form directly to the Child Care Licensing Unit at 129 Pleasant Street in Concord, New Hampshire.