

North Carolina Division of Child Development and Early Education

Criminal Background Check Change of Information Form

This form is to be completed by the Owner/Administrator and submitted to the Criminal Background Check Unit when you hire a new employee and/or a household member moves into your home.

Child Care Centers: Complete this form when you hire a new employee.

Centers in a Residence and Family Child Care Homes: Complete this form when you hire a new employee or a new household member moves into your home. **IF YOU HAVE MADE APPLICATION IN THE CBC PORTAL, PLEASE ENTER YOUR FACILITY INFORMATION IN THE PORTAL.**

Please print or type.

Required Fields (Complete all fields in this section)		SSN (Last 4 Digits Only):	Email Address:		
Date of Birth (mm/dd/yy): / /	Current Legal Name (First, Middle Initial, Last):				
Current Home Mailing Address:			City:	State:	Zip Code:
Telephone #: ()	County of Residence:				

Facility Information (Complete all fields in this section)			Date Employed at this Facility: / /		
Name of Current Facility:	Facility ID # (on license):	Facility Telephone #: ()			
Address of Current Facility:			City:	State:	Zip Code:

Comments:

Mail to: NC DCDEE
Attn: Criminal Background Check Unit
2201 Mail Service Center
Raleigh, NC 27699-2201

Questions: Criminal Background Check Unit
919-527-6620
DCDEE: 1-800-859-0829

Website: <https://ncchildcare.ncdhhs.gov/>