

## INFORMATION FOR LIVE SCAN FINGERPRINTING FOR FOSTER CARE

The North Carolina Department of Health and Human Services has specific requirements in order to process fingerprints that have been submitted electronically to the State Bureau of Investigation (SBI).

Before a foster care applicant can use the Live Scan (electronic fingerprinting) service, they must do the following:

- Use the agency guide to select an approved law enforcement agency;
- Call the approved law enforcement agency for information on what day(s) and time(s) they perform Live Scan services;
- Complete and sign (in 2 areas) the Electronic Fingerprint Submission Release of Information (on SBI letterhead) form and have the form completed by the agent authorizing the fingerprinting;
- Complete the Applicant Information form; and
- Bring a photo identification card and the exact fee amount to the law enforcement agency.

**The following will be printed on each fingerprint card in the designated areas by the law enforcement agency, along with the applicant’s identifying information:**

<b><u>Employer and Address</u></b>	<b><u>OCA</u></b>	
DHHS Criminal Background Check Unit 2201 Mail Service Center Raleigh, NC 27699-2200	DSSFOSP01	(foster care)

### **Reason Fingerprinted Section**

The foster care program has its own identifying title and North Carolina General Statute (NCGS) reference that is required to be printed on the fingerprint card. Please make sure to provide the law enforcement agency with the following title and NCGS reference.

#### **Foster Care**

Foster Parent  
NCGS 131D-10.3A **State and Federal**

### **Certification of Form**

The official taking the fingerprints must sign the original copy of the *Electronic Fingerprint Submission Release of Information* form to certify (by seal or stamp) that the fingerprints were taken. The certified Release will be given to you on the day the fingerprints are transmitted to the SBI for processing.

