

Live Scan Fingerprinting Option For Child Care Providers

North Carolina law and rule mandate that all licensed and regulated child care providers and household members over the age of 15 years old complete a criminal background check as part of the employment/licensing/approval process. This background check consists of a completed DHHS-004 form (bubble sheet), local name check through the clerk of Superior Court in the applicant's county of residence as well as a set of fingerprint impressions to be compared against the State Bureau of Investigation (SBI) and Federal Bureau of Investigation (FBI) databases.

There are two options child care providers and household members can choose from to satisfy the fingerprint impressions requirement. They can use the traditional "ink and card" method or they can use the Live Scan method. The Live Scan method involves taking digital fingerprint impressions and transmitting those impressions directly to the SBI/FBI for processing without generating a fingerprint card.

Some benefits of the Live Scan method are:

- Increased speed in turnaround times to have the background checks completed;
- Higher quality of fingerprint impressions which reduces the chances the fingerprints will be rejected by the SBI;
- Security of identifying information (name, social security number and date of birth);
- Maintaining the integrity of the fingerprint impressions; and
- Fees are similar or less than traditional ink and card fingerprinting (**some counties offer Live Scan services free of charge**)

To find out more about Live Scan fingerprinting, please go to the Division of Child Development's website at www.ncchildcare.net. Scroll down to the "**DHHS Criminal Record Checks**" link and then choose the "**child care**" option. The website has detailed instructions for Live Scan fingerprinting, the required Live Scan forms that applicants must bring to the law enforcement agencies in order to be fingerprinted and a list of approved agencies. Your child care consultant also has information regarding local law enforcement agencies that are approved for Live Scan as well as the required Live Scan forms if you do not have access to a computer.

If your county is not currently listed on the approved agency guide, you can use Live Scan services in a neighboring county. You do not have to live in the county where you are fingerprinted. DHHS has already approved over 110 law enforcement agencies in over 90 counties statewide and we are currently working with additional agencies. Live Scan is readily available to most providers across North Carolina.

At this time, Live Scan is not a required method of fingerprinting for child care providers. It is another option for child care providers to satisfy the fingerprint check requirement.

If you have any questions regarding Live Scan fingerprinting, please contact the DHHS CRC Unit by calling (919)773-2856 or (800)859-0829 or by email at DHHS.CRC.Unit@dhhs.nc.net.