

2012 General Information For Child Care Providers

Department of Health and Human Services

Criminal Record Check Unit

Things to Remember When Submitting CRC Paperwork

- Failure to submit a complete & accurate packet is a violation of Child Care Rule 10A NCAC 09 .2702(c).
- Full, legal name of applicant is written/signed exactly the same on all 3 forms. **Do not use** nicknames or middle names as first names. If a name is **hyphenated**, it must be hyphenated on all paperwork.
- Completed Live Scan forms must be included with the CRC packet of other paperwork. All required CRC paperwork must be submitted to Raleigh on the day an applicant is fingerprinted. Results of the fingerprint check will not be released until all required forms are complete and on file with DHHS.
- **A Division of Child Development and Early Education (DCDEE) issued ID#** (usually 8 digits) is included in Box #11. The only exception is for new family child care home **owners**.
- A date of hire is required in box #14. Date of hire is when an applicant is hired, when the FCCH was licensed, when a household member moved into the FCCH or when the household member turns 16.
- Disqualified applicants must contact DCDEE for re-application prior to working in child care. Disqualified applicants are not eligible for hire or re-hire until a subsequent qualifying letter has been issued.

Paperwork Submission Instructions

New applicants or applicants **qualified over a year ago** at a previous facility should submit the following:

1. Current, certified local criminal history (less than 90 days old)
2. Completed Live Scan forms (in lieu of a fingerprint card)
3. Completed DHHS 004 form (brown bubble sheet)

Applicants **qualified (through a fingerprint check) < 1 yr ago** at a previous facility should submit the following:

1. Current, certified local criminal history (less than 90 days old)
2. Completed DHHS 004 form (brown bubble sheet)

Applicants applying for the **3 year re-qualification** should submit the following:

1. Completed DHHS 004 (brown bubble sheet)*

***Applicants who live out of state** are required to submit a current, local criminal history from the clerk of court in their county of residence. DHHS doesn't have access to out of state records.

Form should be submitted on each 3 year employment anniversary date.

Applicants have 5 days after hire to submit the complete/accurate paperwork to their director/owner.

Director/owner has 3 additional days to submit the complete/accurate paperwork to Raleigh.

Where to Submit

- Mailing address: DHHS Criminal Record Check Unit/Child Care Team
2201 Mail Service Center
Raleigh, NC 27699-2201
- Unit phone number: (919)773-2856 or (800)859-0829 (in state only)
- Unit email address: DHHS.CRC.UNIT@dhhs.nc.gov