



## CHILD CARE SCHOLARSHIP FINGERPRINT REQUIREMENTS

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### Fact Sheet for License-Exempt Child Care Program Employee or Volunteer

The Department of Health and Human Services (DHHS) requires your fingerprints checked when you apply to become a license-exempt child care program employee or volunteer (age 17 years or older, who has "regular contact" with children). New Hampshire law RSA170-E:7 requires that DHHS conduct background checks on license-exempt child care providers enrolled in the child care scholarship program. The background check will consist of:

- Fingerprint-based criminal record check of the FBI national database;
- New Hampshire State criminal record check, and
- Check of the New Hampshire central registry for child abuse and neglect.

#### What You Need to Know about Fingerprinting

##### This is the Process to Follow

You should:

1. Pick up the necessary forms from your employer;
2. Complete the Background Check Request (Form 2602 LICENSE EXEMPT CHILD CARE FORM NH RSA 170-E:4);
3. Call the appointment desk at **603-223-3867** and identify yourself as a license-exempt child care provider. Ask to schedule an appointment to be fingerprinted;
4. Have your signature on the Background Check Request Form notarized by a notary public no more than one week before your appointment;
5. Arrive at the fingerprint station at least 10 minutes before your scheduled appointment.

#### Be Sure to Bring the Following Three Items With You:

- The notarized Background Check Request Form. You must have the forms notarized before you arrive for your appointment. If the forms are not notarized, the station will not take your fingerprints. You will then have to schedule another appointment for a date after the forms are notarized;
- Official Federal or State issued photo identification such as a driver's license or passport;
- A check or money order for \$14.75. Make the check payable to: **State of NH Criminal Records.**

If you don't have a valid driver's license or passport, you can have a State issued photo ID made at your local Department of Motor Vehicles. They will require an original birth certificate and one other form of identification, such as your social security card, along with proof-of-residency. At the Department of Motor Vehicles, complete the driver's license application and pay the \$10.00 fee.

## What You Can Expect

A Department of Safety employee will assist you with the fingerprinting process. Expect the appointment to require 15 minutes of your time. This is an inkless process. Your prints will be taken on a digital machine. Your fingerprints will be processed through the New Hampshire State Police and the FBI databases.

## The Results of the Background Checks

The results of the background checks will include any records held in the FBI and New Hampshire State Police criminal records databases, as well as any records in the central registry of child abuse and neglect. DHHS will receive the results and a copy will be placed in your child care employer's enrollment file.

If the background check reveals information of concern, your employer and you will receive a certified letter. You will need to submit a letter of explanation. You may also be required to submit a corrective action plan prior to final approval of your employment as a license-exempt child care program employee or volunteer.

## What Else You Should Know

At every three-year renewal of the license-exempt child care program's enrollment, you will be subject to a paper criminal records check and central registry check. Your fingerprints are taken only at application for employment.

## Fingerprint Stations

**NH Department of Safety:** 33 Hazen Drive (James H. Hayes Building), Concord

**DMV Manchester Commons:** 377 South Willow Street, Manchester

**DMV Dover Point:** 50 Boston Harbor Road, Dover

**Troop C – Keene area:** 15 Ash Brook Court, Keene

**Troop E – Ossipee area:** 1864 Route 16, Tamworth

**Troop F – Littleton area:** 549 Route 302, Twin Mountain

If you have questions, please call the Child Care Enrollment Specialist at 1-800-852-3345 Ext. 2175.