



CHILD CARE SCHOLARSHIP FINGERPRINT REQUIREMENTS

Fact Sheet for License-Exempt Child Care Home Providers

The Department of Health and Human Services (DHHS) requires your fingerprints checked when you apply to become a license-exempt child care provider. All members of your household who are 17 years of age and older must also be fingerprinted. New Hampshire law RSA 170-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 license-exempt child care provider enrollment packet from the family requesting child care or from your local District Office (DO);
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 and indicate how many members of your household will be with you 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 for yourself and each member of your household who will be fingerprinted. 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 for each individual being fingerprinted. 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 provider enrollment file.

If the background check reveals information of concern, you will receive a certified letter. You, or the person in your household with the conviction or finding of child abuse or neglect, 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 enrollment as a license-exempt child care provider. You will not be paid for child care services you provide until you are enrolled as a license-exempt provider.

If the background check reveals no information of concern, you will be enrolled as soon as your paperwork is approved. You will receive a letter in the mail with your Resource ID number.

What Else You Should Know

At every three-year renewal of your child care enrollment, you and your household members will be subject to a paper criminal records check and central registry check. Your fingerprints are taken only at application for enrollment. If you are reapplying because your enrollment closed, you will have to be fingerprinted before your enrollment can be reopened.

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.