

Child Care Licensing Background Check FAQ

	<u>Fingerprints with state background check - CRRA</u>	<u>Household & Personnel Form (H&P)</u>	<u>State Background Check ONLY CRRA - Criminal Record Release Authorization</u>
Who	Staff* and household members age 17 and older	Staff* and household members age 10 and older	Staff* and household members age 17 and older
What other background checks are accepted?	Only when processed for DHHS in New Hampshire i.e., CCLU, Child Development Bureau or Foster Care.	N/A	Only when processed for DHHS in New Hampshire i.e., CCLU, Child Development Bureau or Foster Care.
When	<ul style="list-style-type: none"> • Date added to household • First day of employment 	<ul style="list-style-type: none"> • When added to the household • Upon reaching age 10 • First day of employment 	<ul style="list-style-type: none"> • First day of employment <i>IF</i> fingerprints were done in previous 3 years. • At program renewal <i>unless</i> completed in the last 12 months previous to license expiration.
How Often	<ul style="list-style-type: none"> • Once if you remain in the same program or organization. • Every three years if you change programs. 	<ul style="list-style-type: none"> • Every license renewal 	<ul style="list-style-type: none"> • Every license renewal
Which forms do I have to turn in?	<ul style="list-style-type: none"> • H&P • State CRRA Form • Type of Prints <ul style="list-style-type: none"> ○ Live Scan (electronically sent from PD) ○ Inked (mailed by you) • Payment (\$22.25) 	<ul style="list-style-type: none"> • H&P 	<ul style="list-style-type: none"> • H&P • CRRA • Payment (\$7.50)
Where do I send forms?	<ul style="list-style-type: none"> • Type of Prints <ul style="list-style-type: none"> ○ Live Scan (electronically sent from PD) ○ Inked (mailed by you to State Police) 	Child Care Licensing 129 Pleasant Street Concord, NH 03301	State Police 33 Hazen Drive Concord, NH 03301
Cost	\$22.25		\$7.50
What do I need on file at my program?	<ul style="list-style-type: none"> • Receipt from location where fingerprints were done. • Copy of submitted CRRA and H&P 	Returned H&P showing all staff and household members who have been cleared by CCLU.	Copy of submitted CRRA and H&P

*Staff – Child Care Personnel per He-C 4002.01(l) who meet the definition of daily contact He-C 4002.01(r)

Forms can be found at <http://www.dhhs.nh.gov/oos/cclu/>