



FINGERPRINTING PROCEDURE

Please read and follow these instructions carefully to avoid delays in processing.

Fingerprints must be obtained and submitted to Nebraska Medicaid and Long-Term Care (MLTC). MLTC is required to verify to the Nebraska State Patrol that you are an existing or newly enrolling Nebraska Medicaid provider prior to the Nebraska State Patrol processing your request for a criminal background check. The person being fingerprinted is responsible to pay the criminal background check fee of \$45.25 (subject to change) separately, directly to the Nebraska State Patrol as explained below.

Criminal background checks are NOT expedited for any reason.

After your fingerprints are submitted, the process takes approximately 4-6 weeks for the results of your criminal background check to be received by MLTC where they will undergo review. You will be notified in writing if the result of your criminal background check causes you to be ineligible to be enrolled as a Nebraska Medicaid provider.

1. DO NOT FOLD THE FINGERPRINT CARDS.
2. Print your full name, address with zip code, *Social Security Number, date and place of birth, and physical identifiers on the fingerprint cards. **DO NOT sign the fingerprint cards until** the law enforcement officer has verified your signature with the form of identification that you provide. **DO NOT write in the field labeled ORI.**

**Social Security Number: If you do not have a United States Social Security Number, you must provide in the "Miscellaneous No: MNU" section a Government issued identification number, a "consulate" number or a Passport Number. Please indicate the type of number provided.*

3. In the box labeled "Reason Fingerprinted" it must say 'Medicaid Provider-High Risk'. If the field is blank, please clearly print those words.
4. You must take one form of photo ID with you when obtaining your fingerprints. Acceptable forms of ID include a driver's license, visa or passport. If you are from a foreign country and do not have one of these forms of photo identification, provide any documentation issued by your country, legal sovereign or consulate.

FEE: Pay by credit card at www.ne.gov/go/nsp. This is an internet pay site through PayPort. Select “Medicaid Provider- High Risk” as the transaction item. You will then need to enter the provider’s name, date of birth and the last 4 digits of social security number (optional). You can pay by echeck (additional fee of \$1.75) or credit card (additional fee of 2.49%). The website will ask you to select the type of payment you are making.

OR

The fee, \$45.25, for your Criminal Background Check can be sent, directly to the Nebraska State Patrol ATTN: CID, 3800 NW 12th ST, STE A, Lincoln NE 68521 and made payable to the Nebraska State Patrol, paid by a personal check, money order, or cashier’s check. When sending payment, it is important to include a note that clearly identifies the name of the person for whom the criminal background check is requested, and that the payment is for Medicaid Provider-High Risk.

The Nebraska State Patrol does not charge an additional fee for the service of taking your fingerprints. However, other law enforcement agencies in Nebraska or in other states may charge an additional fee.

5. After the fingerprinting procedure is completed, the cards will **NOT** be given to you.
 - Live Scan (electronic fingerprinting) is available at all Nebraska State Patrol (NSP) locations. If you have your fingerprints obtained by the NSP, you will NOT be given cards to submit on your own. NSP will submit the cards directly to the Medicaid and Long-Term Care office for verification of application.

OR

- If you obtain your fingerprints from a law enforcement agency other than NSP, request the person who took your fingerprints to place the fingerprint cards in the pre-addressed envelope provided. Postage for the return envelope is 94 cents (two stamps). You are responsible for postage and must have it on the envelope prior to giving it to the law enforcement official.

If you lose the pre-addressed envelope you may provide your own and have it sent to the following address:

**Nebraska State Patrol
Attn: CID
3800 NW 12th St, Suite A
Lincoln, NE 68521**

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