CHECKLIST
Child Care Fingerprinting

☐ READ THOROUGHLY all of the documents and information regarding fingerprinting located on the Child Care Licensing Website.
http://dhhs.ne.gov/licensure/Pages/Child-Care-Licensing.aspx
  ○ Letter to Child Care Providers.
  ○ Child Care Instructions for Fingerprinting.
  ○ Question and Answers about Fingerprinting.
  ○ Child Care Criminal History Check Application.
  ○ Public LiveScan Fingerprint Sites.

☐ Complete and submit the Application to DHHS at the email or mailing address listed on the Child Care Instructions for Fingerprinting document:
  ○ Make sure to include the license number of the child care program. If you are a prospective employer and you do not know the number please call your prospective employer and ask for it. (The only exception is if you are applying for a child care license and have not yet been issued a number).
  ○ If you want the results emailed to the child care program, we need the email address of the child care program.
  ○ Make sure to sign in all the appropriate places on the form.
  ○ Keep a copy of the Application to take to the Nebraska State Patrol.

☐ Submit the payment to the Nebraska State Patrol (NSP):
  ○ Follow the directions on the Child Care Instructions for Fingerprinting document. Payment must be received by the NSP before your fingerprints will be submitted to the FBI for processing.

☐ Go to a Nebraska State Patrol Office and get fingerprinted or submit fingerprint cards per the instruction on page 2 of the Application:
  ○ Take your Driver’s License or other government issued photo ID with you.
  ○ Take a copy of the Application and give it to the fingerprinting technician at the NSP.