CHECKLIST
Child Care Fingerprinting

EXISTING staff and household members

☐ 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

☐ APPLICATION: Complete and submit to DHHS at the email or mailing address listed on the application under ‘Instructions for Applicant’.
   ○ Make sure to include the LICENSE NUMBER of the child care program.
   ○ Keep a COPY of the Application to take to the Nebraska State Patrol.

☒ SUBMIT PAYMENT: to the Nebraska State Patrol (NSP); a payment is not required for EXISTING staff and household members

☐ FINGERPRINTING: GO TO A NEBRASKA STATE PATROL OFFICE or follow ‘Instructions to Applicant’ on 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.