

# INSTRUCTIONS FOR NATIONAL CRIMINAL HISTORY RECORD CHECKS

National Criminal History Record Checks are NOT expedited for any reason.

Fingerprints are required to be eligible for employment in a Residential Child Caring Agency in Nebraska. The Nebraska State Patrol will not process your request for fingerprinting to obtain a national criminal background check until you have paid the required fee to the State Patrol and the Licensure Unit has received your application for a national criminal history record check.

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

1. **Submit the APPLICATION to Children’s Services Licensing:** The Application for ‘National Criminal History Record Check’ must be completed and submitted to the Department of Health and Human Services, Division of Public Health, Licensure Unit. The application may be submitted electronically to: [DHHS.ChildCareLicensing@nebraska.gov](mailto:DHHS.ChildCareLicensing@nebraska.gov) OR mailed to: DHHS Licensure Unit  
Children’s Services Licensing  
P.O. Box 94986  
Lincoln, NE 68509-4986
2. **Pay the FEE of \$45.25 to the Nebraska State Patrol:** There are 2 ways to pay for fingerprint processing at the Nebraska State Patrol:
  - a. **Credit Card/E-Check:** Pay \$45.25 by credit card at [www.ne.gov/go/nsp](http://www.ne.gov/go/nsp) . This is an internet pay site through Pay Port. Credit/debit card OR checking account and routing information will be required. A small transaction fee will be added to your payment. For some payments, selection of e-Check will give you a discount on your transaction fee.  
*(The website will ask you to select the type of payment you are making. Under ‘transaction type’ you need to choose “CCRF DHHS Child Care Residential Facility.” You will then need to enter the applicant’s name, date of birth or the last 4 digits of applicant’s social security number (optional). If a company is paying for an applicant; the applicant’s information needs to be entered on this page. The second page of the website will ask for information about the payer, which may or may not be the applicant.)*
  - b. **Check or Money Order:** Payment of \$45.25 must be paid directly to: Nebraska State Patrol, ATTN: CID, 3800 NW 12<sup>th</sup> ST, STE A, Lincoln NE 68521.
3. **Go to a Nebraska State Patrol Office and complete the FINGERPRINTING PROCESS as follows:**
  - a. Take one form of **PHOTO ID** with you to the Nebraska State Patrol Office when getting your fingerprints. Acceptable forms of ID include a driver’s license, visa, passport or other document showing that you are here legally in the U.S.
  - b. There are 2 ways to capture your fingerprints:
    - **Live Scan:** Live Scan is available at all Nebraska State Patrol locations listed at the top of page 2 and the fingerprints are captured electronically and sent electronically to the CID for processing. If you are out-of-state and Live Scan is available, have them print 2 copies of your prints to be forwarded to the NE CID.
    - **Ink and Paper Finger Prints:** Applicants outside of Nebraska or at an office other than the below listed State Patrol offices have traditional ink and paper fingerprinting.

***PLEASE NOTE:*** Criminal History Record Information will be sent from the Nebraska State Patrol to DHHS Department of Public Health (DPH). DPH will make a determination whether or not an individual is eligible for employment in a Residential Child Caring Agency. DPH will notify the Residential Child Caring Agency listed on the Application of the eligibility determination.

<b>Offices of the Nebraska State Patrol And the Days/Hours that Fingerprinting is Conducted</b>	
Troop A 4411 S 108 <sup>th</sup> ST <b>Omaha NE 68137</b> Phone: 402-331-3333	Monday through Friday 8:00 a.m. to 4:00 p.m. (walk-in only)
Troop B 1401 Eisenhower AVE <b>Norfolk NE 68701</b> Phone: 402-370-3456	Monday through Thursday 8:30 a.m. to 4:00 p.m. (appointment required)
Troop C 3431 W Old Potash Highway <b>Grand Island NE 68803</b> Phone: 308-385-6000	Tuesday 9:00 a.m. to 4:00 p.m., Wednesday 8:30 a.m. to 4:00 p.m. and Thursday 9:00 a.m. to 1:30 p.m. (all times - appointment required)
Troop D 300 West South River Rd <b>North Platte NE 69101</b> Phone: 308-535-6604	Monday – Thursday 8:00 a.m. to 4:00 p.m. (appointment required)
Troop E 4500 Avenue I <b>Scottsbluff NE 69361</b> Phone: 308-632-1211	Monday - Thursday 8:00 a.m. to 4:00 p.m. and (appointment required)
Troop H Investigative Services Center 3800 NW 12 <sup>th</sup> ST STE A <b>Lincoln NE 68521</b> Phone: 402-479-4971	Monday - Friday 8:00 a.m. to 4:00 p.m. (appointment required)

Nebraska Revised Statute §71-1928.01. National criminal history record information check; procedure; cost; background checks. (1) Any individual eighteen years of age or older working in a residential child-caring agency shall be required to undergo a national criminal history record information check not less than once during each five-year period that he or she is working in such an agency. The individual shall submit a complete set of his or her fingerprints to the Nebraska State Patrol. The Nebraska State Patrol shall transmit a copy of the individual's fingerprints to the Federal Bureau of Investigation for a national criminal history record information check. The national criminal history record information check shall include information concerning the individual from federal repositories of such information and repositories of such information in other states, if authorized by federal law for use by the Nebraska State Patrol. The Nebraska State Patrol shall issue a report to the department that includes the information collected from the national criminal history record information check concerning the individual. The individual being screened shall pay the actual cost of the fingerprinting and national criminal history record information check, except that the department may pay all or part of the cost if funding becomes available. The department and the Nebraska State Patrol may adopt and promulgate rules and regulations concerning the costs associated with the fingerprinting and the national criminal history record information check. The department may adopt and promulgate rules and regulations implementing national criminal history record information check requirements for residential child-caring agencies.

#### **PRIVACY ACT STATEMENT**

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

#### **Applicant Notification and Record Challenge**

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34. You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>