Child Care Fingerprints

EXISTING & NEW License Exempt and In-Home Subsidy providers

☐ **Read thoroughly** all of the documents and information regarding Fingerprinting located on the Child Care Subsidy Background Checks website: http://dhhs.ne.gov/Pages/Child-Care-Subsidy-Background-Checks.aspx

- o Letter to License Exempt Child Care Subsidy Providers
- o Fingerprinting FAQ
- o Child Care Fingerprint Criminal History Check Application for License Exempt Child Care Subsidy Provider Type
- o Public LiveScan Fingerprint Sites

☐ **Application**:

New providers must complete and submit to DHHS at the email or mailing address listed on the application under 'Instructions for Applicant'.

Existing providers, the application will be completed by DHHS and sent to you for review and submittal. Submit to DHHS at the email or mailing address listed on the application under 'Instructions for Applicant'.

- o Make sure to include the Subsidy Organization number of the child care provider.
- o If you want the results emailed, please provide an email address.
- o Make sure to sign in all the appropriate places on the form before submitting.
- o The Nebraska State Patrol will need to view the application at your fingerprinting appointment. You may either present them with the original or make a copy of the application to take to the NSP.
- o Additional blank copies of the application can be obtained by visiting our website.

☐ **Fingerprinting**: Go to a Nebraska State Patrol (NSP) Office and get fingerprinted, or follow 'Instructions to Applicant' on the application:

- o Take your Driver's License or other government issued photo ID with you.
- o Present the completed and signed application to the fingerprinting technician at the NSP for billing verification.

Note: DHHS will pay for all License Exempt and In-Home providers and their household members to be fingerprinted through 9/30/21. Additional processing fees not covered by DHHS may be charged by local law enforcement agencies not listed as a NSP office. It is recommended that you call ahead to see if your location charges this additional fee.