

CHECKLIST

Child Care Fingerprints

READ THOROUGHLY all of the documents and information regarding fingerprinting located on the Child Care Licensing Website.

<https://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 are a prospective employee 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.