

# CHECKLIST

## Child Care Fingerprints

**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 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.