

CHECKLIST

Child Care Fingerprints

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.