

Child Care Fingerprint Criminal History Check Renewal Application

Neb. Rev. Stat. §71-1912 requires all child care staff members and individuals residing in a child care home who are 18 years of age or older to submit criminal history background checks not less than once during each five-year period. This application must be completed for each required individual wanting to renew their eligibility. Failure to complete this application and submit fingerprints to the Nebraska State Patrol will result in expiration of your eligibility status to work or reside in a child care program.

Are you a child care staff member, license exempt staff member, college student, or household member who has previously been made ELIGIBLE (you have received an eligibility letter in the past) to work or reside in a child care?

No Yes **If NO, stop and complete the [Child Care Fingerprint Criminal History Check Application](#)**

Please do not leave any section below blank. Incomplete applications may be returned.

Applicant's Legal Name:

First Name _____ Middle Initial _____ Last Name _____

Date of Birth (MM/DD/YYYY): _____

ALL Previous Names/Aliases: _____

****HAVE YOU BEEN MADE ELIGIBLE TO WORK IN CHILD CARE UNDER A DIFFERENT NAME? No Yes**

If yes, which Name? _____

Your Current Address: _____

City/Zip Code: _____

Phone Number: _____

E-mail Address: _____

List the States in which you have resided in the last 5 years: _____

I give consent for Children's Services Licensing to check a National Criminal History Record Information Check as well as Nebraska and out-of-state fingerprint and non-fingerprint-based registries and databases and provide my employment eligibility status to the identified child care program above. I also acknowledge that I have received the Privacy Act Statement and Noncriminal Justice Applicant's Privacy Rights disclosures as required by Federal law found at the end of this application.

Signature: _____ **Date:** _____

*****EMPLOYER INFORMATION (Completed by the Director/Owner/License Exempt Provider)**

Name: _____

Address: _____

City/State/Zip _____

Your License Number or Subsidy Org or ID Number: _____ License Exempt? No Yes

I attest the information provided by the applicant is true and accurate to the extent of my knowledge.

Owner/Director Signature: _____ **Date:** _____

Employer E-mail Address _____

Please return your completed renewal form to: DHHS.CCFingerprinting@nebraska.gov

FOR CHILDREN'S SERVICES LICENSING USE ONLY

NDEN _____ APS/CPS _____ SEX OFFENDER _____ DATE CHECKED _____ Initials: _____

INSTRUCTIONS

1. Child care staff member/License Exempt Staff Member/College Students/Household Members completes the top portion of the application and Child Care Program/License Exempt Program/College Program completes Employer portion.
2. E-mail this application to: DHHS.CCFingerprinting@nebraska.gov OR mail to:

DHHS Licensure Unit
Children's Services Licensing
PO Box 94986
Lincoln NE 68509-4986

Please Note: *If this application is NOT sent to DHHS Children's Services Licensing, your fingerprints cannot be processed by the Nebraska State Patrol. DHHS Children's Services Licensing completes the background check and determines eligibility. Please do not contact the Nebraska State Patrol for your eligibility status as they complete only a portion of the background check. Please contact DHHS.CCFingerprinting@nebraska.gov with any questions.*

3. Complete the fingerprinting process with the Nebraska State Patrol by scheduling an appointment at: <https://statepatrol.nebraska.gov/services/fingerprinting> OR

If the location where you are being fingerprinted is not a Nebraska State Patrol Troop location, you must submit fingerprint cards or print outs of fingerprints taken by LiveScan to the following address:

Nebraska State Patrol-Criminal Identification Division
4600 Innovation Dr
Lincoln NE 68521

4. DHHS will continue to cover the cost of child care workers' fingerprinting fees until **April 30, 2029**. The \$45.25 fee is required by the Nebraska State Patrol (NSP) for background checks.
5. An eligibility letter will be e-mailed or mailed to the address(es) provided by the child care program and/or applicant.

The child care program is responsible for keeping a copy of eligibility letters on file.

Privacy Act Statement (as of 3/30/2018):

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 nongovernmental 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.

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- 1) You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.
- 2) You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- 3) You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- 4) If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- 5) If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/how-we-can-help-you/more-fbi-services-and-information/identity-history-summary-checks>.
- 6) If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- 7) You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.