Background Check

Creating an Online Child Care Licensing Account for Background Check Only Entities

Creating a Child Care Licensing Account

Creating an account is easy. Just complete the following steps:

1. Go to the [Create a Child Care Licensing Account](#) page on the CCL website.
2. Select 'Yes' for the question "***Do you have a Permit Number?"***
3. In the ***Permit Number***, enter your permit or operation number which can be found on previous results notifications sent to your operation. If you cannot locate your permit/operation number, please contact the Centralized Background Check Unit (CBCU) at ContactCBCU@hhsc.state.tx.us.
4. ***Issuance Date***, leave this field blank.
5. Enter your ***First Name***, ***Last Name***, and ***Phone Number***.
6. In the ***Email Address*** field, enter your operation's contact email address.
7. In the ***Zip Code*** field, enter your operation's mailing address zip code.
8. Enter a **User ID** and **Password**. Please note: A User ID cannot be changed once selected.
9. Click Register.

    NOTE: The Permit Number, Email Address, and Zip Code that you entered must match what CCL has on file for your operation in order for your registration request to be processed.

10. When you successfully submit your registration request, a confirmation message will be displayed at the top of the page and a "Complete Registration" email from Child Care Licensing will be sent to your contact email address. Be sure to check your junk mail folders if you don't receive a "Complete Registration" email.
11. Follow the steps in the "Complete Registration" email to complete your registration.

Submitting and tracking background checks online

Once you have created a Child Care Licensing account and have logged in, on the Child-Care Licensing Account Main Page, you can:

(1) Submit new background check requests by clicking on the "Submit Background Check" link and following the directions.

(2) Track the status of background check requests you have submitted online and validating employee lists by clicking on the "Online Background Check History".

(3) Edit Account Manager information and operation contact information, and;

(4) Add up to four additional users to the account.

Select an Action

1. Submit Background Check
2. Online Background Check History
3. Manage Operation Email Account & Manager Information
4. Add / Update Additional Users
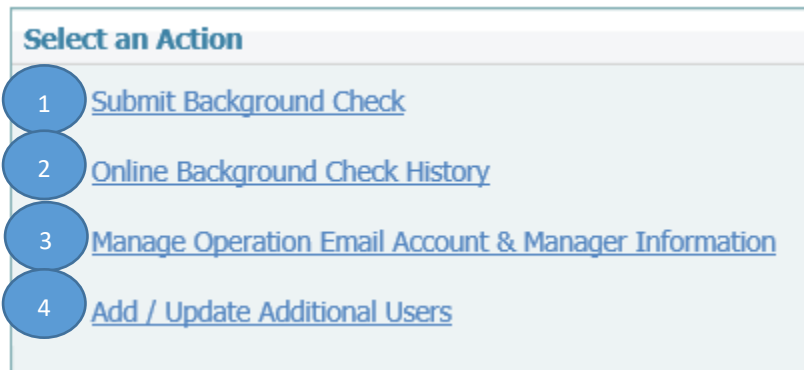
Questions?

If you have issues with the registration process, submitting a background check or with reviewing your background check history, contact CBCU at ContactCBCU@hhsc.state.tx.us.