Background Check
Creating an Online Child Care Licensing Account for Listed Child Care Homes

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** field, enter your operation number, which is located at the top of your Notification of Listing. See below for an example.

4. In the **Issuance Date** field, enter the date at the top of your original Notification of Listing. (See above for an example.) If you have not yet received your Notification of Listing, then leave this field blank. If you are unsure of your issuance date, you can search for your operation on [Texas Child Care Search](#) to view it.

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*.

9. Click *Register*.

   NOTE: The Permit Number, Issuance Date (if applicable), 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 by clicking on the "Online Background Check History".
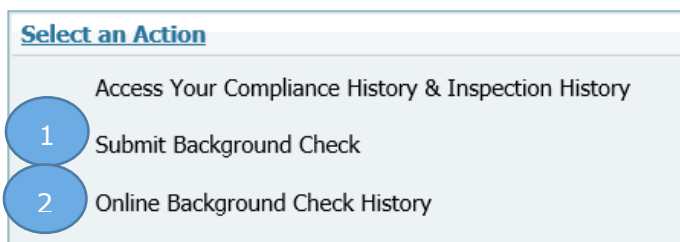
Questions?

If you have issues with the registration process, contact your licensing representative. If you do not know who your licensing representative is, contact your local licensing office. If you have issues with submitting a background check or with reviewing your background check history, contact your CBCU representative.