



Background Check

Creating an Online Child Care Licensing Account for Licensed or Registered 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**, enter your permit or license number, which is located at the bottom of your permit. See below for examples.

Licensed Homes	Registered Homes
<p>CHILD CARE LICENSING</p> <p>This is to certify:</p> <p>ABC Daycare, Incorporated 3333 IMAGINARY WAY AUSTIN, TX 78701</p> <p>has been issued a License to operate as a Licensed Child-Care Home Under the provisions of Chapter 42, Human Resources Code.</p> <p>Located at:</p> <p>ABC Daycare 1111 IMAGINARY WAY AUSTIN, TX 78701</p> <p>Ages: Infants, Toddlers, Pre-Kindergarten, School Total Capacity: 50</p> <p>License Number: 1684318 ← Issuance Date: December 7, 2018</p> <p>Dr. Courtney N. Phillips, Executive Commissioner</p>	<p>CHILD CARE LICENSING</p> <p>This is to certify:</p> <p>Minnie Mouse 111 IMAGINARY WAY AUSTIN, TX 78701</p> <p>has been issued a registration to operate as a Registered Child-Care Home Under the provisions of Chapter 42, Human Resources Code.</p> <p>Permit Number: 1684319 ← Issuance Date: December 10, 2018</p> <p>Dr. Courtney N. Phillips, Executive Commissioner</p>

4. In the **Issuance Date**, enter the Issuance Date shown on your permit. If you do not have a permit, then leave this field blank.

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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.

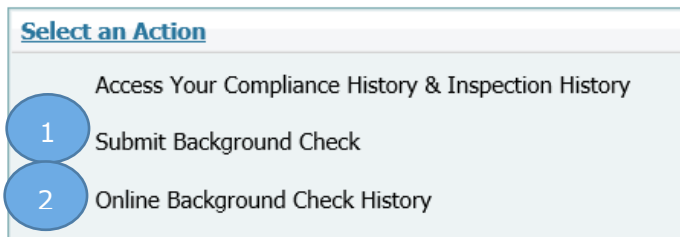
NOTE: The Permit Number, Issuance Date (if applicable), Email Address, and Zip Code that you entered must match what CCL has on file for your operation in order for your registration request to be processed.

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](#).