

This guide is designed for people who are required to have a background check for Texas Child Care Regulation and who previously lived in another state within the last five years.

This guide contains instructions for the following people who need Out-of-State background checks:

- Child care employees and volunteers in Texas
- Household members of a homebased child care operation in Texas
- Foster and adoptive parents in Texas
- Household members of foster and adoptive homes in Texas
- Frequent or regular visitors of a child care operation or foster and adoptive home in Texas

If you previously lived in Texas and require a background check for another state's purposes, refer to the links below:

Texas Department of Family and Protective Services: <u>Texas Child Abuse/Neglect</u> <u>Central Registry Check</u>

Texas Department of Public Safety:

Criminal History Name Search



Note: If you do not need a background check for Texas purposes, please contact the state agency that processes your background checks for assistance. This guide is for child care providers and foster and adoptive homes in Texas.

Things to Know About Out-of-State Background Checks

This resource guide contains instructions for obtaining background check information from other states and U.S. territories. (References to "states" within this resource guide also apply to U.S. territories). The instructions in this guide are intended for people who must complete background checks for Texas child care or foster/adoptive purposes. Out-of-State background checks are required from every state in which the person has lived within the last five years.

The **Centralized** Background Check Unit (CBCU) processes background checks for Texas Child Care

Regulation (CCR).

✤ Each state has its own method of maintaining child abuse and neglect investigation records and criminal history records.

- Some states have a closed registry and do not release any child abuse or neglect information.
- Similarly, some states do not perform name-based criminal history checks and require the submission of fingerprints. (This is separate from being printed for the Texas Fingerprint Check).

***** This resource guide is broken down by state or U.S. territory:

- Each state has a section for Abuse and Neglect History Check and Criminal History Check processes.
- Many states also have different processes for child care purposes versus foster and adoptive purposes, so refer to the section for that state.

***** Use the Bookmark Pane to easily find states within this resource guide:

- \circ Click on the \checkmark icon in the toolbar at the bottom of this document
- \circ Select the \square tab in the toolbar on the left to view the **Bookmark Pane**

Child Care Operations (Day Care and Residential) Cannot Be Listed as the Requesting Agency -or Submit the Request and Receive the Results:

 The CBCU must be listed as the Requesting Agency on all Out-of-State request forms (with the exception of the LA Abuse and Neglect History Check for child care purposes)

- Child care operations are not allowed to receive the actual background check results, only notifications regarding a person's eligibility status -unless the person is a foster/adoptive parent or household member (See <u>Background</u> <u>Checks: Provider Notifications Overview</u> for details)
- Child care operations are encouraged to assist the person with completing Out-of-State background checks by following the instructions for each state in the guide below. The person may need assistance with opening encrypted messages, completing forms online, printing forms, and forwarding results to the CBCU. (It is acceptable for the operation to forward the results to the CBCU by email or fax if the person chooses to share the results with the operation for the purpose of transmission to the CBCU).
- Child Placing Agencies (CPAs) Can Be Listed as the Requesting Agency and Process the Out-of-State Background Checks for Foster/Adoptive Purposes:
 - CPAs are allowed to submit Out-of-State requests and receive results for foster/adoptive parents and household members as part of the home study process.
 - CPAs must forward the official Out-of-State results to the CBCU, either by:
 - Email: <u>CBCUBackgroundChecks@hhs.texas.gov</u> -OR-
 - Fax: 512-406-0503
 - CPAs are <u>not allowed</u> to submit Out-of-State requests and receive results for CPA employees, volunteers, and visitors. CPAs must adhere to the same standards as child care operations when processing Out-of-State checks for employment, volunteer, and visitor purposes.

Questions?

Contact the CBCU by email with your full name and SSN: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

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Contact the CBCU to initiate your Out-of-State background checks.

- Create a new email message with the Subject line "OOS Check Needed"
- Include your full name and Social Security
- List the other states you have lived in within the last five years
- Send the message to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Alabama

AL – ABUSE AND NEGLECT HISTORY CHECK

Alabama has the same process for child care and foster and adoptive purposes. Contact the CBCU to start the background check process.

Exceptions:

Minors in Child Care Operations: Alabama does not perform Abuse and Neglect History Checks for minors in child care operations. If the person is between the ages of 14 – 18 years old, no further action is required for this check. Alabama does perform checks for people who are 14 years old and up in foster and adoptive homes.

Follow the steps below to request an Abuse and Neglect History Check from Alabama for Texas Child Care Regulation:

Initiate Request

- Create an email with the *Subject* line "Abuse and Neglect History Check Needed from Alabama"
- Copy and paste the following text into the message and provide the following information:

An **AL Abuse and Neglect History Check** is needed for the following person:

- Name:
- SSN:
- Current Mailing Address:
- Name and Date of Birth of current and former spouse(s):
 - Name and DOB:
 - Name and DOB:
 - Name and DOB:
- Name and Date of Birth of each child in your family:
 - Name and DOB:

- Name and DOB:
- Name and DOB:
- Name and DOB:
- Name and DOB:
- Alabama counties in which you previously lived:
- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Complete the Request Form – After the CBCU sends you the request form by postal mail

- Sign and date the *AL Child Abuse & Neglect Central Registry Clearance* form in blue or black ink in the presence of a witness
 Note: If the person needing the background check is a minor in a foster/adoptive home, a parent or guardian must sign and date the form below the minor's signature. The parent or guardian must also note his or her relationship in parentheses, such as "(mom)" or "(legal guardian)".
- Have the witness sign and date the request form in blue or black ink
- Make a copy of the request form
- Use the *Additional Information* form if all your information does not fit on the request form (If extra form not needed, please disregard)

Submit the Request to AL

 Send the original request form, copy of the request form, and the *Additional Information* form (if needed) by mail to:

State of Alabama DHR Office of Child Protective Services CA/N Central Registry 50 N Ripley Street Montgomery, AL 36130

Confirm Submission of Request to the CBCU

 Copy and paste the following text into an email with the *Subject* line "AL Abuse and Neglect History Request Submitted": This message is to confirm that I have mailed the **AL Abuse and Neglect History** request form to Alabama:

- Name:
- o SSN:
- Date Mailed:
- Send the email confirming that the request has been mailed to Alabama to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to Alabama may result in your background check being closed due to non-compliance.

Alabama sends the results to the CBCU by mail within several weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

Contact Information for Alabama Abuse and Neglect History

Website: AL Central Registry Clearance

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

AL – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

Alabama requires the submission of fingerprints to perform a Criminal History Check and charges a \$25 fee. Complete the request form and send it with your fingerprints and payment to Alabama by mail.

Follow the steps below to request a Criminal History Check from Alabama for Texas Child Care Regulation:

Complete the Request Form

- Fill in the fields of the <u>AL Application to Review Alabama Criminal History Record</u> <u>Information</u> form as follows:
 - **Personal Information** Enter your personal identifying information
 - Work Information
 - Employer Name Leave blank
 - Employer Phone Leave blank
 - Contractor Name Leave blank
 - Contractor Phone Leave blank
 - State Agency Enter "Texas Health and Human Services –CBCU"
 - Agency Phone Enter "512-438-5221"
 - Work Email Address Enter "CBCUBackgroundChecks@hhs.texas.gov"
 - Job Role/Classification Enter "Child Care Employee" Supervisor Name – Leave blank
 - Select the following checkboxes:
 - Completed Application signed by applicant and two witnesses OR notarized
 - ✓ The required copy of my valid photo identification
 - A classifiable copy of my own fingerprints taken by an authorized law enforcement agency as required
 - Personal Requests Only: The required \$25.00 administrative fee
 - Affidavit for Release Information

- I hereby authorize the Alabama Law Enforcement Agency to release any and all criminal history information to – Enter "Texas Health and Human Services -CBCU P.O. Box 149030 Mail Code: 121-7 ATTN: JCrighton Austin, TX 78714-9030"
- Print out the request form
- Sign page 1 of the request form either in the presence of:
 - Two witnesses and enter the names and addresses of the witnesses on the request form

-OR-

• A notary and have the notary sign the request form

Get Fingerprinted

- Schedule a fingerprinting appointment by either:
 - Contacting a local law enforcement agency and explaining that you need fingerprints to mail to AL for a Criminal History Check
 - Visiting the <u>IdentoGO Fingerprint Card</u> webpage and scheduling an appointment to get fingerprinted on two FD-258 cards
 Note: See <u>Fingerprinting Process for Out-of-State Checks</u> for details. You will submit one fingerprint card to Alabama and save one fingerprint card in case your fingerprints are rejected the first time and you must submit a second set of prints.
- Fill in the fields on the *FD-258* fingerprint card as follows:
 - Enter your name and personal identifying information, including height, weight, and place of birth
 - Signature of Person Fingerprinted Enter your signature
 Note: Your signature must be handwritten
 - Reason Fingerprinted Enter "TX Child Care Regulation"

Prepare ID and Payment

- Make a copy of your driver's license, state-issued ID, or passport (or other acceptable form of ID as listed on Appendix B of the request form
- Purchase a cashier's check or money order in the amount of \$25 made payable to: *Criminal Records & Identification Unit*

Submit Request to AL

- Compile the following items:
 - Page 1 of the request form
 - Fingerprint card
 - Copy of your ID
 - Payment
- Send all above items by mail to:

Alabama Law Enforcement Agency Criminal Records and Identification Unit ATTN: Background Checks P.O. Box 1511 Montgomery, AL 36102-1511

Confirm Submission of Request to the CBCU

 Copy and paste the following text into an email with the *Subject* line "AL Criminal History Request Submitted":

This message is to confirm that I have mailed the **AL Criminal History** request form, fingerprint card, copy of ID, and payment to Alabama:

- Name:
- o SSN:
- Date Mailed:
- Send the email confirming that the request has been mailed to Alabama to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to Alabama may result in your background check being closed due to non-compliance.

Alabama sends the results to the CBCU by mail within several weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

Contact Information for Alabama Criminal History

Website: Alabama Law Enforcement Agency

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Alaska

AK – ABUSE AND NEGLECT HISTORY CHECK

Alaska has the same process for child care and foster and adoptive purposes. Contact the CBCU to start the background check process.

Exceptions:

 Minors Under Age 16: Alaska does not perform Abuse and Neglect History Checks for people under the age of 16. If the person is between the ages of 14 – 15 years old, no further action is required for this particular check.

Follow the steps below to request an Abuse and Neglect History Check from Alaska for Texas Child Care Regulation:

Initiate Request – Contact the CBCU to initiate the request

- Create an email with the *Subject* line "Abuse and Neglect History Check Needed from Alaska"
- Copy and paste the following text into the message and provide the following information:

An **AK Abuse and Neglect History Check** is needed for the following person:

- Name:
- o SSN:
- Place of Birth (City, State, and Country):
- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Complete Request Form – After the CBCU sends you the request form by email

- Fill in the fields of the *AK Clearance Form* as follows:
 - Residency Enter the number of years and months you were an Alaska resident and the number of years and months you physically lived in Alaska
 - List your previous residences for the last ten years and attach an additional page, if necessary
 - Select *No* or *Yes* for the various questions and attach an additional documentation for explanation, if needed.
 - *Have you been convicted of a crime or charged with a criminal offense listed as prohibited on the reverse of this form?* There is no list of criminal offenses to reference so select *No*.
- Print out the request form
- Sign on the *Household Member Signature* line and date it

Send Request Form to the CBCU

• Return the request form to the CBCU by either:

 Scanning it and sending it as a PDF attachment by email (preferred) with the *Subject* line "Abuse and Neglect History Request for Alaska" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "Abuse and Neglect History Request for Alaska" on the cover sheet to 512-406-0503

Alaska sends the results to the CBCU by email within 30 days.

Contact Information for Alaska Abuse and Neglect History

Website: Alaska Office of Children's Services

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

AK – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

Alaska performs name-based Criminal History Checks for child care purposes and charges a \$20 fee. Contact the CBCU to start the background check process.

Follow the steps below to request a Criminal History Check from Alaska for Texas Child Care Regulation:

Initiate Request – Contact the CBCU to initiate the request

- Create an email with the *Subject* line "Criminal History Check Needed from Alaska"
- Copy and paste the following text into the message and provide the following information:

An **AK Criminal History Check** is needed for the following person:

• Name:

• **SSN:**

Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Submit Request – After the CBCU sends you the request form by email

- Print out the attached AK Request for Criminal Justice Information form
- Sign and date the form in the **Subject Name** box
- Sign and date the bottom of page 1
- Write a check or money order in the amount of \$20 made payable to: State of Alaska
- Send the request form and payment by mail to:

Criminal Records and Identification Bureau 5700 E. Tudor Road Anchorage, AK 99507

Confirm Submission of Request to the CBCU

 Copy and paste the following text into an email with the *Subject* line "AK Criminal History Request Submitted":

This message is to confirm that I have mailed the **AK Criminal History** request form and payment to Alaska:

- Name:
- o SSN:
- Date Mailed:

 Send the email confirming that the request has been mailed to Alaska to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to Alaska may result in your background check being closed due to non-compliance.

Alaska sends the results to the CBCU by fax within a couple of weeks.

Contact Information for Alaska Criminal History

Website: Alaska Background Check Requests

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

American Samoa

AS – ABUSE AND NEGLECT HISTORY CHECK

American Samoa has the same process for child care and foster and adoptive purposes. Contact the CBCU to start the background check process.

Follow the steps below to request an Abuse and Neglect History Check from American Samoa for Texas Child Care Regulation:

Initiate Request – Contact the CBCU to initiate the request

- Create an email with the *Subject* line "Abuse and Neglect History Check Needed from American Samoa"
- Copy and paste the following text into the message and provide the following information:

An **AS Abuse and Neglect History Check** is needed for the following person:

- Name:
- SSN:
- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

American Samoa sends the results to the CBCU within several weeks.

Contact Information for American Samoa Abuse and Neglect History

American Samoa Child Care Division Email: <u>childcare@dhss.as</u>

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

AS – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

American Samoa performs name-based Criminal History Checks for child care purposes and requires the CBCU to submit the request. Contact the CBCU to start the background check process.

Follow the steps below to request a Criminal History Check from American Samoa for Texas Child Care Regulation:

Initiate Request – Contact the CBCU to initiate the request

- Create an email with the *Subject* line "Criminal History Check Needed from American Samoa"
- Copy and paste the following text into the message and provide the following information:

An **AS Criminal History Check** is needed for the following person:

- Name:
- o SSN:
- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

American Samoa sends the results to the CBCU by email within several weeks.

Contact Information for American Samoa Criminal History

Department of Public Safety Phone: 684-633-1111

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Arizona

AZ – ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Child Care Employees and Volunteers

Arizona requires the CBCU to submit the request for child care employees and volunteers. Complete the request form and send it to the CBCU by email or fax.

Exceptions:

✤ Minors: Arizona does not perform Abuse and Neglect History Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.

Follow the steps below to request an Abuse and Neglect History Check from Arizona for Texas Child Care Regulation:

Complete the Request Form

- Fill in the fields of the <u>AZ Direct Service Central Registry Clearance Form</u> electronically as follows:
 - Name of Requesting Agency Enter "Texas Health and Human Services CBCU"
 - **Note:** Do NOT list the child care operation as the *Requesting Agency*
 - *Requesting Agency Email Address* Enter
 "Julianna.Crighton@hhs.texas.gov"
 - Mailing Address Enter "P.O. Box 149030 Mail Code: 121-7 ATTN: JCrighton Austin, TX 78714-9030"
 - Applicant/Employee's Name Enter your last name, first name, and middle initial
 - Soc Sec No Enter your SSN without dashes
 - *Date of Birth* Enter your DOB as mm/dd/yy
 - Other Names Used Enter all alternate names you have used
 - Fingerprint Clearance Card or Application No Leave blank
 - *Applicant/Employee's Address* Enter your current address
 - \circ Select the appropriate checkbox based on your role at the operation:
 - *New Hire* For child care employees
 - *Volunteer* For child care volunteers
 - *Applicant/Employee Email* Enter your email address
 - *Position* Enter your role at the child care operation
 - Date Employed Enter your date of hire or date you began to volunteer
 - *Solicitation No* Leave blank
 - *Contract/Extension No* Leave blank
 - Tracking No Leave blank
 - *Education* Leave blank
- Answer the questions in the middle of the request form regarding whether you have been investigated for child abuse or neglect in Arizona
- Print out the form and sign and date it
 Note: The request form must be <u>signed by hand</u> or Arizona will reject it

Submit Request to the CBCU

• Send the request form to the CBCU by either:

 Scanning it and sending it as a PDF attachment by email (preferred) with the *Subject* line "Abuse and Neglect History Request for Arizona" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "Abuse and Neglect History Request for Arizona" on the cover sheet to 512-406-0503

Arizona sends the results to the CBCU by email within a couple of weeks.

Contact Information for Arizona Abuse and Neglect History

Website: <u>AZ Request DCS Information</u>

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Foster or Adoptive Parents and Household Members

Arizona requires the CBCU to submit the request for foster and adoptive purposes. Contact the CBCU to start the background check process.

Exceptions:

✤ Minors: Arizona does not perform Abuse and Neglect History Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this check.

Follow the steps below to request an Abuse and Neglect History Check from Arizona for Texas Child Care Regulation:

Initiate Request – Contact the CBCU to initiate the request

- Create an email with the *Subject* line "Abuse and Neglect History Check Needed from Arizona"
- Copy and paste the following text into the message and provide the following information:

An **AZ Abuse and Neglect History Check** is needed for the following person:

• Name:

o SSN:

• Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Complete the Request Form – After the CBCU sends you the request form by email

- Fill in the fields of the attached AZ Adoptive Families Central Registry Records Clearance form as follows:
 - Enter the name of each child in the home
 - Enter the date of birth of each child in the home
- Print out the request form and have each adult listed on the form sign and date it

Note: The request form must be **<u>signed by hand</u>** or Arizona will reject it

Submit Request to the CBCU

- Return the request form to the CBCU by either:
 - Scanning it and sending it as a PDF attachment by email (preferred) with the *Subject* line "Abuse and Neglect History Request for Arizona" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "Abuse and Neglect History Request for Arizona" on the cover sheet to 512-406-0503

Arizona sends the results to the CBCU by email within a couple of weeks.

Contact Information for Arizona Abuse and Neglect History

Website: <u>AZ Request DCS Information</u>

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

AZ – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

The Arizona Department of Public Safety does not process Criminal History Checks for employment purposes.

The CBCU automatically closes these background checks in our system so no further action is required.

Residential Child Care Employees and Volunteers or Foster and Adoptive Parents or Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.
Arkansas

AR – ABUSE AND NEGLECT HISTORY CHECK

Arkansas has the same process for child care and foster and adoptive purposes and does not charge a fee. Contact the CBCU to start the background check process.

Follow the steps below to request an Abuse and Neglect History Check from Arkansas for Texas Child Care Regulation:

Initiate Request – Contact the CBCU to initiate the request

- Create an email with the *Subject* line "Abuse and Neglect History Check Needed from Arkansas"
- Copy and paste the following text into the message and provide the following information:

An **AR Abuse and Neglect History Check** is needed for the following person:

- Name:
- SSN:
- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Complete the Request Form – After the CBCU sends you the request form by email

- Fill in the fields of the *AR Request for Child Maltreatment Central Registry Check* request form as follows:
 - Present Address Enter your current address and the month and year you moved in to that residence
 - Previous Addresses (from the last six years) Enter your previous addresses and month and year you moved in and out of each residence
 - Cities and States of Employment (outside of Arkansas) for last six years Enter the cities and states outside Arkansas in which you have worked and month and year you began and ended working in that city

- *Children* Enter the full name, DOB and age, relationship, and SSN (if known) for all children currently in your home and all biological children (even if they do not reside in your home)
- Print out the request form and sign it in the presence of a notary. (The notary can strike out the Arkansas information in that section of the form)
- Have the notary sign and stamp the request form
 Note: Arkansas does NOT charge a fee for background checks submitted by the CBCU. Do not send a payment.

Submit Request to the CBCU

- Return the request form to the CBCU by either:
 - Scanning it and sending it as a PDF attachment by email (preferred) with the *Subject* line "Abuse and Neglect History Request for Arkansas" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "Abuse and Neglect History Request for Arkansas" on the cover sheet to 512-406-0503

Arkansas sends the results to the CBCU by email within a couple of weeks.

Contact Information for Arkansas Abuse and Neglect History

Website: AR DHS Child Care Licensing

Contact Information for the CBCU

AR – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

Arkansas performs name-based Criminal History Checks for child care purposes and charges a \$25 fee. Complete the request form and send it to Arkansas by mail.

Follow the steps below to request a Criminal History Check from Arkansas for Texas Child Care Regulation:

Complete the Request Form

- Fill in the fields of the <u>AR Criminal History Check Request Form</u> as follows:
 - Enter your personal identifying information including your state of birth, driver's license number, physical and mailing address
 - *Release to* Enter "Texas Health and Human Services –CBCU ATTN: Julianna Crighton"
 Note: Do NOT enter the child care operation's information, as the CBCU must be listed as the Requesting Agency
 - Mailing Address Enter "P.O. Box 149030 Mail Code: 121-7"
 - City Enter "Austin"
 - State Enter "TX"
 - *Zip Code* Enter "78714-9030"
 - *Daytime Phone #* Enter "512-438-5221"
- Print out the request form and sign and date it in the presence of a notary
- Have the notary sign and stamp the form

Submit Request to AR

- Write a check or money order in the amount of \$25 made payable to: *Arkansas State Police*
- Address an empty stamped envelope to:

Texas Health and Human Services –CBCU P.O. Box 149030 Mail Code: 121-7 ATTN: JCrighton Austin, TX 78714-9030

• Send the request form, payment, and Texas-addressed envelope by mail to:

Arkansas State Police Identification Bureau 1 State Police Plaza Drive Little Rock, AR 72209

Confirm Submission of Request to the CBCU

 Copy and paste the following text into an email with the *Subject* line "AR Criminal History Request Submitted":

This message is to confirm that I have mailed the **AR Criminal History** request form, payment, and Texas-addressed envelope to Arkansas:

- Name:
- SSN:
- Date Mailed:
- Send the email confirming that the request has been mailed to Arkansas to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to Arkansas may result in your background check being closed due to non-compliance.

Arkansas sends the results to the CBCU by mail within several weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

Contact Information for Arkansas Criminal History

Website: AR Criminal Background Check System

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

California

CA – ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Child Care Employees or Volunteers

California currently does not have a process to provide background checks for child care employees and volunteers in other states.

The CBCU automatically closes these background checks in our system so no further action is required.

Foster or Adoptive Parents and Household Members

California requires the request for foster and adoptive purposes to be submitted by the Child Placing Agency (CPA). Complete the request form and send it to the CPA by email.

Exceptions:

✤ Minors: California does not perform Abuse and Neglect History Checks for minors in a foster/adoptive home. If the person is between the ages of 14 – 17 years old, no further action is required for this check. Visitors: California does not perform checks for visitors of a foster/adoptive home. If the person is in the role of a visitor, no further action is required.

Follow the steps below to request an Abuse and Neglect History Check from California for Texas Child Care Regulation:

Initiate Request

- Fill in the fields of the <u>CA Child Abuse Central Index Inquiry Request for Out-of-</u> <u>State Foster Care & Adoption Agencies</u> form as follows:
 - **Inquiry Type** Select the appropriate checkbox based on your role:
 - Foster Parent
 - Adoptive Parent
 - Adult Resident of Foster Care or Adoptive Home
 - **Requesting Agency Information** Leave blank
 - Inquiry Subject Information Enter your personal identifying information
- Send the request form to the Child Placing Agency by email

Confirm Submission of Request to the CBCU

 Copy and paste the following text into an email with the *Subject* line "CA Abuse and Neglect History Request Submitted":

This message is to confirm that I have submitted the **CA Abuse and Neglect History** request form to the Child Placing Agency (CPA):

- Name:
- SSN:
- Date Submitted to CPA:
- Send the email confirming that the request has been submitted to the CPA to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to California may result in your background check being closed due to non-compliance.

The Child Placing Agency:

Submit Request to CA

- Fills in the fields of the **Requesting Agency Information** section of the request form with the CPA contact details
- Prints out the request form and signs and dates it on the Signature of Agency Representative line
- Writes a check or money order in the amount of \$15 made payable to: *California Department of Justice*
- Sends the request form and payment by mail to:
 Department of Justice, BCIA Child Protection Program
 P.O. Box 903387
 Sacramento, CA 94203-3870

Confirm Submission of Request to the CBCU

 Copies and pastes the following text into an email with the *Subject* line "CA Abuse and Neglect History Request Submitted":

This message is to confirm that I have mailed the **CA Abuse and Neglect History** request form to California for the following people:

- Name:
- SSN:
- Date Mailed:
- Send the email confirming that the request has been mailed to Alabama to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Send Results to the CBCU – After California sends the results to the CPA

- Forward a copy of the results to the CBCU by either:
 - Scanning them and sending as a PDF attachment by email (preferred) with the *Subject* line "Abuse and Neglect History Results for California" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "Abuse and Neglect History Results for California" on the cover sheet to 512-406-0503

Note: Failing to notify the CBCU that you have submitted your background check request to California may result in your background check being closed due to non-compliance.

California sends the results to the CPA in approximately two months.

Contact Information for California Abuse and Neglect History

Website: California Out-of-State Foster & Adoption Agencies

Contact Information for the CBCU

CA – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

California currently does not have a process to provide Criminal History Checks for child care employees and volunteers in other states.

The CBCU automatically closes these background checks in our system so no further action is required.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Colorado

CO – ABUSE AND NEGLECT HISTORY CHECK

Colorado has the same process for child care and foster and adoptive purposes through an online portal and charges a \$35 fee. Submit a request and payment to Colorado in the online portal.

Follow the steps below to request an Abuse and Neglect History Check from Colorado for Texas Child Care Regulation:

Submit Request in the CO Portal – Complete the request, upload a copy of your ID, and pay the fee online:

- Pull out a credit card or checkbook as Colorado charges a \$35 fee
- Make a copy -or use your cell phone to take a photo -of an official form of identification. Scan the copy of your ID or send the photo to yourself by email and save it to a folder on your computer. Colorado accepts the following forms of identification:

- o Driver's License
- Passport
- State-Issued ID Card
- o Military ID
- Social Security Card
- Birth Certificate
- Go to the <u>Colorado Portal</u> online using Google Chrome
 - **Note:** The portal is not accessible on mobile devices, such as a cell phone.
 - Click the **Get Started** button You must enter all your information in one sitting
 - Section A
 - Select the radio button for *Individual*
 - Click the **Next** button
 - Select the checkbox indicating *I certify that all applicants have downloaded and completed the authorization form. I understand that all persons to be checked must print and sign the forms, and that the form must be retained for records.*
 - **Requestor's Details** Enter your personal information
 - Select the Reason for your Request Select the appropriate radio button based on your role:
 - *Adoption* For adoptive parents and household members
 - *Foster Care* For foster parents and household members
 - *Employment* For child care employees and household members living in a home-based child care operation
 - Volunteer For child care volunteers
 - Identity Verification Documentation
 - Click the **New Attachment** button
 - Click the **Upload Files** button and locate the copy or photo of your ID saved to a folder on your computer and doubleclick the file -or drag and drop the copy of your ID to the **Upload Document** pop-up window
 - Click **Done**
 - Document Type Select the option that matches the type of ID
 - Click the **Save** button
 - \circ Click the **Next** button
 - Section B
 - Click the **New** button
 - Enter your first name, full middle name, and last name

- *Does this person have a Social Security Number?* Select the **Yes** or **No** radio button.
 - If **Yes**, enter your Social Security Number without dashes.
- Has this person ever used a different name than the one entered above (including maiden name, middle name, etc.)? Select the Yes or No radio button.
 - If **Yes**, select the checkbox for *I certify that all Alias information provided for this applicant will be entered on the Previous Address/Alias Section of this application.*
- Enter your date of birth, gender, race/ethnicity, and phone number
- Current Address Enter your address
- Click the radio button for *Note: 10 years of residence history is required*
- Is this person currently married? Select Yes or No
- Does this person have any children (including living and deceased adult children, step children, etc.? Select Yes or No

 If Yes, select the Number of Children
- Has this person ever had guardianship that are not your own biological children (e.g., foster children)? Select **Yes** or **No**
 - If **Yes**, select the *No. of Children*
- *Has this person ever lived in a home with any other children not referenced above?* Select **Yes** or **No**
 - If **Yes**, select the *Number of Children*
- Select the checkbox for *I certify that I must list all of the children as family members along with any parents of child or former spouses.*
- Select the checkbox for *I certify that this is the information* provided by the person to be checked and *I* have signed permission from this applicant to submit their information.
- Click the **Save** button
- Click Next
- Family Members
 - Click the **New** button to enter information for each family member and click **Save**. Repeat this process for all family members.
 - Click the **Next** button when all family members have been entered -or if there are no family members to enter.
- Section C –

• Previous Address/Alias –

- Click the New button and select *Alias* from the *Type* dropdown menu to enter any previous names you have used -then click **Save**. Repeat this process for each previous name.
- Click the New button and select *Previous Address* from the *Type* dropdown menu to enter all previous addresses in which you have lived within the last ten years. Enter the approximate date you moved in and out of each residence then click **Save**. Repeat this process for each previous address.
- Click the **Next** button when all previous aliases and addresses have been entered.

• Section D: Authorizations/Acknowledgements

- Select the **Yes** checkbox indicating *I certify that all information is correct, and I authorize permission to run the background check.*
- Click on the **Signature** field
- Type your name in the **Signature** field
- Use your mouse to sign your name in the signature box and click
 Save
- Click the **Next** button

• Summary –

- Review all information to ensure it is correct. Select *Edit* to make any changes.
- Scroll down to the bottom of the page and click **Print PDF** to print or save the file for your records.
- Click the **Next** button
- Payment
 - Select the radio button for Pay with Credit Card OR eCheck
 Online
 - Click the **Submit & Proceed to Payment** button and enter your credit card or checking information in the new browser

Confirm Submission of Request to the CBCU

 Copy and paste the following text into an email with the *Subject* line "CO Abuse and Neglect History Request Submitted": This message is to confirm that I have submitted the **CO Abuse and Neglect History** request online:

- Name:
- o SSN:
- Date Submitted:
- Send the email confirming that the Colorado request has been submitted online to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to Colorado may result in your background check being closed due to non-compliance.

Submit Results to the CBCU – After Colorado provides the results to you by email:

- Save or print your CO Abuse and Neglect History results and send them to the CBCU by either:
 - Forwarding the email -or scanning it and sending it as a PDF attachment by email -with the *Subject* line "CO Abuse and Neglect History Results" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "CO Abuse and Neglect History Results" on the cover sheet to 512-406-0503

Contact Information for Colorado Abuse and Neglect History

Website: Colorado Department of Human Services Background Checks

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

CO – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

The CBCU does not require a separate Criminal History Check from Colorado due to this state's participation in the National Fingerprint File (NFF).

The CBCU automatically closes these background checks in our system so no further action is required.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Commonwealth of Northern Mariana Islands

CNMI – ABUSE AND NEGLECT HISTORY CHECK

The Commonwealth of the Northern Mariana Islands (CNMI) does not have a Central Registry of Abuse and Neglect History records.

The CBCU automatically closes these background checks in our system so no further action is required.

CNMI – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

The Commonwealth of Northern Mariana Islands performs a name-based Criminal History Check for child care purposes and requires the CBCU to submit the request. Contact the CBCU to start the background check process.

Follow the steps below to request a Criminal History Check from the Commonwealth of Northern Mariana Islands for Texas Child Care Regulation:

Initiate Request – Contact the CBCU to initiate the request

- Create an email with the *Subject* line "Abuse and Neglect History Check Needed from CNMI"
- Copy and paste the following text into the message and provide the following information:

A **CNMI Abuse and Neglect History Check** is needed for the following person:

- Name:
- SSN:
- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

CNMI sends the results to the CBCU by email within several weeks.

Contact Information for the CBCU

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Connecticut

CT – ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Care Employees and Volunteers

Connecticut requires the CBCU to submit the request for child care employees and volunteers. Complete the request form and send it to the CBCU by email or fax.

Follow the steps below to request an Abuse and Neglect History Check from Connecticut for Texas Child Care Regulation:

Complete the Request Form

 Fill in the fields of the <u>CT Authorization for Release of Information for DCF CPS</u> <u>Search for Child Care</u> form as follows.

Note: Do not leave any blank spaces. If something does not apply, enter "N/A". If you need to attach an additional document to list your information, check the appropriate checkbox and add an additional document:

- Applicant Name Enter your name on the top line
- Select the checkbox for *Day Care*
- Name of Agency Enter "Texas Health and Human Services CBCU"
- o Attention Enter "Julianna Crighton"
- o *Address* Enter "P.O. Box 149030 Mail Code: 121-7"
- *City* Enter "Austin"
- *State* Enter "TX"
- o *Zip* Enter "78714"
- Enter your personal identifying information

- *Applicant Address* Enter your current address and the number of years and months you have lived at that residence
- List All Previous Applicant Addresses for the Last Five Years Enter all previous addresses within the last five years and the approximate month and year that you moved <u>into</u> and <u>out of</u> each address.
 Note: There cannot be any gaps in the dates of residence.
- Other Names I Have Used Enter any alternate name, DOB, and SSN you have used. If you have not alternate names, enter "N/A".
- Names of ALL Children -biological/step (Including adult children in or out of the home) – Enter the full name, date of birth, and select the gender for each of your children (in or out of the home)
- Sign and date the request form by either:
 - Entering an electronic signature (see <u>How to Electronically Sign</u> <u>Documents without Printing and Scanning Them</u>)
 - Printing out the request form and signing by hand

Submit the Request to the CBCU

- Send the request form to the CBCU by either:
 - Scanning it and sending it as a PDF attachment by email (preferred) with the *Subject* line "Abuse and Neglect History Request for Connecticut" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "Abuse and Neglect History Request for Connecticut" on the cover sheet to 512-406-0503

Connecticut sends the results to the CBCU by email within a couple of weeks.

Contact Information for Connecticut Abuse and Neglect History

Website: CT Background Checks

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Foster or Adoptive Parents and Household Members

Connecticut requires the CBCU or Child Placing Agency to submit the request for foster and adoptive purposes. Complete the request form and send it to the CBCU by email or fax.

Follow the steps below to request an Abuse and Neglect History Check from Connecticut for Texas Child Care Regulation:

Complete the Request Form

 Fill in the fields of the <u>CT Authorization for Release of Information for Foster Care</u> or Adoption DCF CPS Search form as follows.

Note: Do not leave any blank spaces. If something does not apply, enter "N/A". If you need to attach an additional document to list your information, check the appropriate checkbox and add an additional document:

- *Applicant Name* Enter your name on the top line
- Name of Agency Enter "Texas Health and Human Services CBCU"
- Agency Address Enter "P.O. Box 149030 Mail Code: 121-7 ATTN: JCrighton"
- City Enter "Austin"
- State Enter "TX"
- *Zip* Enter "78714"
- Enter your personal identifying information
- Applicant Address Enter your current address and the number of years and months you have lived at that residence
- List All Previous Applicant Addresses for the Last Five Years Enter all previous addresses within the last five years and the approximate month and year that you moved <u>into</u> and <u>out of</u> each address.
 Note: There cannot be any gaps in the dates of residence.

- Other Names I Have Used Enter any alternate name, DOB, and SSN you have used. If you have not alternate names, enter "N/A".
- Names of ALL Children -biological/step (Including adult children in or out of the home) – Enter the full name, date of birth, and select the gender for each of your children (in or out of the home)
- Sign and date the request form by either:
 - Entering an electronic signature (see <u>How to Electronically Sign</u> <u>Documents without Printing and Scanning Them</u>)
 - Printing out the request form and writing your signature

Submit the Request to the CBCU

- Send the request form to the CBCU by either:
 - Scanning it and sending it as a PDF attachment by email (preferred) with the *Subject* line "Abuse and Neglect History Request for Connecticut" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "Abuse and Neglect History Request for Connecticut" on the cover sheet to 512-406-0503

Connecticut sends the results to the CBCU by email within a couple of weeks.

Contact Information for Connecticut Abuse and Neglect History

Website: CT Background Checks

Contact Information for the CBCU

CT – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

The CBCU does not require a separate Criminal History Check from Connecticut due to this state's participation in the National Fingerprint File (NFF).

The CBCU automatically closes these background checks in our system so no further action is required.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Delaware

DE – ABUSE AND NEGLECT HISTORY CHECK

Delaware has the same online process for child care and foster and adoptive purposes through an online portal and charges a \$14 fee. Submit a request and payment to Delaware in the online portal.

Follow the steps below to request an Abuse and Neglect History Check from Delaware for Texas Child Care Regulation:

Complete the Request Form

- Download the <u>DE Child Protection Registry Consent Form</u>:
 - **Part I Applicant Information**: Fill in the fields with your personal identifying information
 - **Part II Requester Information:** Select the checkbox for *Individual Request Self*

- Print out the *DE Consent Form* and sign and date it
 Note: If the person is under the age of 18, a parent or guardian must sign the form.
- Scan the completed consent form and save it to your computer

Submit the Request Online

- Pull out a credit card as you will need it to pay the \$14 fee
- Go to the <u>Delaware Child Protection Registry Request Web Portal</u>
 Note: You must use a Google Chrome or Safari web browser as this portal is not supported on Internet Explorer, Microsoft Edge, and other browsers.
- Download the instructions for <u>Individual Procedures</u> and refer to it while following the steps below:
 - **Registration**
 - Register as an individual by following steps 1-7 in this section of the instructions
 - Submit your request and upload the *DE Consent Form* by following steps 8-14
 - Note: You must enter the following Agency numbers to share your results with the CBCU:
 - Requesting Agency ID 1 Enter "22115"
 - Requesting Agency Contact ID 1 Enter "22314"
 - > Leave all other Agency fields blank
 - **Payment for CPR Request** Enter your credit card information to pay the \$14 fee by following steps 1-5 in this section
 - CPR Results
 - After DE sends you a *Child Protection Registry Notification*, log in to the portal
 - > Click on the **Completed Requests** tab
 - In the CPR Letter column, select *Click here to download* to view and save the results letter to your computer

Confirm Submission of Request to the CBCU

 Copy and paste the following text into an email with the *Subject* line "DE Abuse and Neglect History Request Submitted":

This message is to confirm that I have submitted the **DE Abuse and Neglect History** request in the DE portal:

- Name:
- o SSN:
- Date Submitted:
- Send the email confirming that the Delaware request has been submitted online to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to Delaware may result in your background check being closed due to non-compliance.

Delaware provides the results in the online portal within a couple of weeks.

Contact Information for Delaware Abuse and Neglect History

Website: <u>Delaware Child Protection Registry Request Web Portal</u> Email: <u>DSCYF.CHU.Portal@delaware.gov</u>

Contact Information for the CBCU

DE – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

Delaware requires the submission of fingerprints to perform a Criminal History Check for child care purposes and charges a \$111.95 fee. Schedule a fingerprinting appointment to start the background check process.

Follow the steps below to request a Criminal History Check from Delaware for Texas Child Care Regulation:

Schedule Fingerprinting Appointment

- Go to the **IdentoGO** website
- Enter the **Service Code**: **27RVGT**
- Select Schedule or Manage Appointment
- Enter your name and date of birth
- Method of Contact Enter your email address and phone number
- Complete your registration and schedule your fingerprinting appointment
- Take a money order, business check or credit card to the pay the \$111.95 fee
- Check your email for a confirmation notification from IdentoGO

Confirm Fingerprinting Appointment Scheduled to the CBCU

 Copy and paste the following text into an email with the *Subject* line "DE Criminal History Fingerprinting Appointment Scheduled":

This message is to confirm that I have scheduled a fingerprinting appointment with IdentoGO for the **DE Criminal History Check**:

- Name:
- SSN:
- Date of Fingerprinting Appointment:
- Send the email confirming that the DE fingerprinting appointment has been scheduled to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Get Fingerprinted

- Visit IdentoGO and get your fingerprints scanned
- Pay the fee (if not already paid online)

Submit Results to the CBCU – After Delaware provides the results to you by email:

- Forward the results to the CBCU by:
 - Sending them as a PDF attachment by email (preferred) with the *Subject* line "DE Criminal History Results" to CBCUBackgroundChecks@hhs.texas.gov

Note: Do not send us links to documents saved to cloud storage (such as

a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "DE Criminal History Results" on the cover sheet to 512-406-0503

Note: Failing to notify the CBCU that you have submitted your background check request to Delaware may result in your background check being closed due to non-compliance.

Delaware sends the results to you by email within several weeks.

Contact Information for Delaware Criminal History

Website: Delaware State Police

Contact Information for the CBCU

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

District of Columbia

DC – ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Care Employees and Volunteers

The District of Columbia (D.C.) processes Abuse and Neglect History checks for child care purposes through an online portal. Complete a request form and upload it with a copy of your ID to the D.C. portal.

Follow the steps below to request an Abuse and Neglect History Check from the District of Columbia for Texas Child Care Regulation:

Complete the Request Form and Make Copy of ID

- Fill in the fields of the <u>DC Child Protection Register Check Request Application</u> form as follows:
 - I. The Requestor Completes This Section
 - Select the checkbox for *New Request*
 - Date Needed Enter a date 14 days from the current date
 - **Request Purpose** Select the checkbox for *Employment suitability determination*
 - Contact Name/Title Enter "Cassandra Pearson, CBCU Inspector"
 - Organization Name Enter "Texas Health and Human Services CBCU"

Note: Do not list the child care operation as the *Organization Name*

- *Requestor Address* Enter "P.O. Box 149030 Mail Code 121-7 Austin, TX 78714-9030"
- *Requestor Phone #* Enter "512-438-5221"
- *Requestor Email* Enter "<u>CBCUBackgroundChecks@hhs.texas.gov</u>"
- II. The Applicant Completes This Section
 - Enter your personal identifying information, contact information, and current address
 Note: You MUST enter your *Middle Name* given at birth. If you do not have a middle name, enter "No Middle Name" in that field.
 - Other Names Used and Type of Name Enter all nicknames and alternate names you have used
 - **Household Members** List each person who currently lives with you by name, date of birth, and his or her relationship to you
 - **Residency Information** –List all previous addresses for the **last** five years.
 - > *Street Address* -- Enter the street address
 - > *City/State/Zip* Enter the city, state, and zip code
 - Start End Dates Enter the approximate month and year you moved in and out of each residence.
 Note: There cannot be any gaps or overlaps in the timeframes for all your previous addresses within the last five years.
 - Applicant Consent & Identity Verification
 - > Applicant Printed Name Enter your name
 - Applicant Signature Click on this field to enter a digital signature (See <u>How To Create A Digital Signature And Sign A</u> <u>Document With Adobe Reader DC</u>) or print out the form and sign it by hand
 - Date Enter today's date
 - Select the checkbox for I will submit a color copy of the front of a government-issued, photo identification document with this application
- Scan the request form (if printed out) and save the request form to your computer using the following naming convention:

[Your First Name]_[Last Name]_App_[mm-dd-yyyy]

 Make a color copy of your driver's license, state-issued ID, or passport –or use your cell phone to take a photo of your ID

 Save a copy of your ID to your computer using the following naming convention: [Your First Name]_[Last Name]_ID_[mm-dd-yyyy]

Submit the Request in the DC Portal

- Go to the <u>CPR Request Application for a New Hire</u> webpage
- Scroll down to the Submit File(s) to CPR Check Request section
- Click on the Browse your device link to locate and select the request form on your computer:
 - *Description* Enter "Application for [Enter your first and last name]"
 - Your Email Address Enter "CBCUBackgroundChecks@hhs.texas.gov"
- Click the **Upload** button
- Click on the Browse your device link to locate and select the copy of your ID on your computer:
 - *Description* Enter "ID for [Enter your first and last name]"
 - Your Email Address Enter "<u>CBCUBackgroundChecks@hhs.texas.gov</u>"
- Click the **Upload** button

Confirm Submission of Request to the CBCU

 Copy and paste the following text into an email with the *Subject* line "DC Abuse and Neglect History Request Submitted":

This message is to confirm that I have submitted the **DC Abuse and Neglect History** request in the DC portal:

- Name:
- o SSN:
- Date Submitted:
- Send the email confirming that the District of Columbia request has been submitted online to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to D.C. may result in your background check being closed due to non-compliance.

The District of Columbia sends the results to the CBCU by email within 45 days.

Contact Information for District of Columbia Abuse and Neglect History

Website: DC Child and Family Services Agency

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Foster or Adoptive Parents and Household Members

The District of Columbia (D.C.) processes Abuse and Neglect History checks for foster and adoptive purposes through an online portal. Complete a request form and upload it with a copy of your ID to the D.C. portal.

Follow the steps below to request an Abuse and Neglect History Check from the District of Columbia for Texas Child Care Regulation:

Complete the Request Form and Make Copy of ID

- Fill in the fields of the <u>DC Child Protection Register Check Request Application</u> form as follows:
 - I. The Requestor Completes This Section
 - Selects the checkbox for New Request
 - Date Needed Enter a date 14 days from the current date
 - Request Purpose Select the checkbox for Adoption/Guardianship/Foster Care/Kin Care
 - Contact Name/Title Enter "Cassandra Pearson, CBCU Inspector"

- Organization Name Enter "Texas Health and Human Services CBCU"
- *Requestor Address* Enter "P.O. Box 149030 Mail Code 121-7 Austin, TX 78714-9030"
- *Requestor Phone #* Enter "512-438-5221"
- *Requestor Email* Enter "<u>CBCUBackgroundChecks@hhs.texas.gov</u>"
- II. The Applicant Completes This Section
 - Enter your personal identifying information, contact information, and current address
 Note: You MUST enter your *Middle Name* given at birth. If you do not have a middle name, enter "No Middle Name" in that field.
 - Other Names Used and Type of Name Enter all nicknames and alternate names you have used
 - **Household Members** List each person who currently lives with you by name, date of birth, and his or her relationship to you
 - **Residency Information** –List all previous addresses **since 2002**.
 - > *Street Address* --- Enter the street address
 - > City/State/Zip Enter the city, state, and zip code
 - Start End Dates Enter the approximate month and year you moved in and out of each residence.
 Note: There cannot be any gaps or overlaps in the timeframes for all your previous addresses within the last five years.

Applicant Consent & Identity Verification

- > Applicant Printed Name Enter your name
- Applicant Signature Click on this field to enter a digital signature (See How To Create A Digital Signature And Sign A Document With Adobe Reader DC) or print out the form and sign it by hand
- > Date Enter today's date
- Select the checkbox for I will submit a color copy of the front of a government-issued, photo identification document with this application
- Scan the request form (if printed out) and save the request form to your computer using the following naming convention:

[Your First Name]_[Last Name]_App_[mm-dd-yyyy]

- Make a color copy of your driver's license, state-issued ID, or passport –or use your cell phone to take a photo of your ID
- Save a copy of your ID to your computer using the following naming convention: [Your First Name]_[Last Name]_ID_[mm-dd-yyyy]

Submit the Request in the DC Portal

- Go to the <u>CPR Request Application for Child Welfare</u> webpage
- Scroll down to the **Submit File(s) to CPR Check Request** section
- Click on the Browse your device link to locate and select the request form on your computer:
 - *Description* Enter "Application for [Enter your first and last name]"
 - Your Email Address Enter "<u>CBCUBackgroundChecks@hhs.texas.gov</u>"
- Click the **Upload** button
- Click on the Browse your device link to locate and select the copy of your ID on your computer:
 - Description Enter "ID for [Enter your first and last name]"
 - Your Email Address Enter "<u>CBCUBackgroundChecks@hhs.texas.gov</u>"
- Click the **Upload** button

Confirm Submission of Request to the CBCU

 Copy and paste the following text into an email with the *Subject* line "DC Abuse and Neglect History Request Submitted":

This message is to confirm that I have submitted the **DC Abuse and Neglect History** request in the DC portal:

- Name:
- SSN:
- Date Submitted:
- Send the email confirming that the District of Columbia request has been submitted online to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to D.C. may result in your background check being closed due to non-compliance.

The District of Columbia sends the results to the CBCU by email within 45 days.

Contact Information for District of Columbia Abuse and Neglect History

Website: DC Child and Family Services Agency

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

DC – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

The District of Columbia (D.C.) performs a name-based Criminal History Check and charges a \$7 fee. Contact the CBCU to start the background check process.

Exceptions:

✤ Minors: The District of Columbia does not perform Criminal History Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this check.

Follow the steps below to request a Criminal History Check from the District of Columbia for Texas Child Care Regulation:

Initiate Request – Contact the CBCU to initiate the request

- Create an email with the Subject line "Criminal History Check Needed from DC"
- Copy and paste the following text into the message and provide the following information:

A **DC Criminal History Check** is needed for the following person:

- Name:
- SSN:
- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Submit Request to DC – After the CBCU sends you the request letter by email

- Print out the *DC Criminal History Check Request Letter*
- Sign it in the presence of a notary
- Have the notary sign and seal the request letter
- Purchase a money order in the amount of \$7 made payable to: *DC Treasurer*
- Address a stamped envelope to:

Texas Health and Human Services –CBCU P.O. Box 149030 Mail Code: 121-7 ATTN: CPearson Austin, TX 78714-9030

 Send the *DC Criminal History Check Request Letter*, Texas-addressed envelope, and payment by mail to:

Metropolitan Police Department Criminal History Section 300 Indiana Avenue, NW, Room 1075 Washington, DC 20001

Confirm Submission of Request to the CBCU

 Copy and paste the following text into an email with the *Subject* line "DC Criminal History Request Submitted" and provide the following information: This message is to confirm that I have mailed the **DC Criminal History** request letter, Texas-addressed envelope, and payment to DC:

- Name:
- o SSN:
- Date Mailed:
- Send the email confirming that the DC request has been submitted by mail to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to D.C. may result in your background check being closed due to non-compliance.

The District of Columbia sends the results to the CBCU by mail within several weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

Contact Information for District of Columbia Criminal History

Website: DC Metropolitan Police Department

Contact Information for the CBCU

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Florida

FL – ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Care Employees and Volunteers

Florida requires the CBCU to submit the request for child care purposes. Complete the request form and send it to the CBCU by email or fax.

Exceptions:

- CPA Employees: Florida requires employees of a Child Placing Agency (CPA) to use the request form and process for foster and adoptive purposes. If you are a CPA employee, please follow the instructions in the <u>Foster or Adoptive Parents</u> and Household <u>Members</u> section.
- CPA Volunteers and Visitors: Florida requires volunteers and visitors of a Child Placing Agency (CPA) to submit a *Public Records Request*. This includes visitors of a foster and adoptive home. If you are a CPA volunteer or visitor, please follow the instructions in the <u>Public Records Request for Florida Abuse and</u> <u>Neglect History</u> section.

Follow the steps below to request an Abuse and Neglect History Check from Florida for Texas Child Care Regulation:

Complete the Request Form

 Fill in the fields of the <u>FL Child Abuse History Record Request for Child Care</u> <u>Personnel Employment</u> as follows:

- To Be Completed By The Applicant Enter your information in this section
 - Was the applicant a resident of the State of Florida within the past 5 years? Select Yes
 - Enter your personal identifying information
 - List your previous two addresses in Florida
 - Enter the approximate month and year you moved in and out of each residence
 - Signature of Applicant Click on this field to enter a digital signature (see <u>How To Create A Digital Signature And Sign A</u> <u>Document With Adobe Reader DC</u>)
 - *Date* Enter today's date
- To Be Completed By The Requesting Agency Leave this section blank

Note: Do not list the child care operation as the **Requesting Agency**

Submit Request to the CBCU

- Send the request form to the CBCU by either:
 - Scanning it (if printed out) and sending it as a PDF attachment by email (preferred) with the *Subject* line "Abuse and Neglect History Request for Florida" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>
 Note: Do NOT include Florida's email address on the email – and do not

Note: Do NOT include Florida's email address on the email – and do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "Abuse and Neglect History Request for Florida" on the cover sheet to 512-406-0503

Florida sends the results to the CBCU by email within a couple of weeks.

Contact Information for Florida Abuse and Neglect History

Website: Florida Records Requests & Public Records

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Foster or Adoptive Parents and Household Members

Florida requires the CBCU to submit the request for CPA employees and foster and adoptive purposes. Complete the request form and send it to the CBCU by email or fax.

Exceptions:

Foster and Adoptive Home Visitors: Florida requires visitors of a foster and adoptive home to submit a *Public Records Request*. If you are a visitor of a foster and adoptive home, please follow the instructions in the <u>Public Records</u> <u>Request for Florida Abuse and Neglect History</u> section.

Follow the steps below to request an Abuse and Neglect History Check from Florida for Texas Child Care Regulation:

Complete the Request Form

- Fill in the fields of the <u>FL Child Abuse History Record Request for Child Placement</u> <u>- Adam Walsh</u> as follows:
 - To Be Completed By The Applicant Enter your information in this section
 - Was the applicant a resident of the State of Florida within the past 5 years? Select Yes
 - Enter your personal identifying information
 - List your previous two addresses in Florida
 - Enter the approximate month and year you moved in and out of each residence
 - Signature of Applicant Click on this field to enter a digital signature (see <u>How To Create A Digital Signature And Sign A</u> <u>Document With Adobe Reader DC</u>)
- *Date* Enter today's date
- To Be Completed By The Requesting Agency Leave this section blank

Submit Request to the CBCU

- Send the request form to the CBCU by either:
 - Scanning it (if printed out) and sending it as a PDF attachment by email (preferred) with the *Subject* line "Abuse and Neglect History Request for Florida" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>
 Note: Do NOT include Florida's email address on the email and do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.
 - -OR-
 - Faxing it and entering "Abuse and Neglect History Request for Florida" on the cover sheet to 512-406-0503
 Drive folder) as we are unable to access these documents due to our

Drive folder) as we are unable to access these documents due to our network security.

- -OR-
- Faxing it and entering "Abuse and Neglect History Request for Florida" on the cover sheet to 512-406-0503

Florida sends the results to the CBCU by email within a couple of weeks.

Public Records Request for Florida Abuse and Neglect History

Florida requires all Child Placing Agency volunteers and visitors to submit a *Public Records Request*. Submit the request online and forward the results to the CBCU by email.

Note:

The Public Records Request process is <u>only used</u> when the person is a CPA volunteer or visitor. (This includes visitors of a foster and adoptive home).

Please follow the steps below to submit a Public Records Request from Florida for Texas Child Care Regulation:

Submit the Request Online

- Go to the <u>FL Public Records Request</u> website
- <u>Create an Account</u>
- Make a copy -or take a photo -of your Driver's License, State ID, or Passport
- <u>Submit a Request</u> for your records online as follows:
 - Describe the Record(s) Requested Enter:

I must complete a background check for Texas Child Care Regulation. Please provide me with the results of this Public Records search.

- Enter your personal information
- **Preferred Method to Receive Records** Select the radio button for *Electronic via Records Center*
- Attach a copy of your photo ID
- \circ Take a screenshot of the request page or save the request as a PDF

Confirm Submission of Request to the CBCU

 Copy and paste the following text into an email with the *Subject* line "FL Public Records Request Submitted" and provide the following information:

This message is to confirm that I have submitted the **FL Public Records Request** online to Florida:

- Name:
- SSN:
- Date Submitted:
- Send the email confirming that the *Florida Public Records Request* has been submitted online to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to Florida may result in your background check being closed due to non-compliance.

Forward Results to the CBCU – After Florida provides the results to you electronically

- Send the screenshot or copy of the request page that shows the information you submitted to FL for the search -and the results -to the CBCU by either:
 - Scanning it and sending it as a PDF attachment by email (preferred) with the *Subject* line "Public Records Results from Florida" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Do NOT include Florida's email address on the email – and do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

- -OR-
- Faxing it and entering "Public Records Results from Florida" on the cover sheet to 512-406-0503

Florida sends the results to you by email within a couple of weeks.

Contact Information for Florida Abuse and Neglect History

Website: Florida Records Requests & Public Records

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

FL – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

The CBCU does not require a separate Criminal History Check from Florida due to this state's participation in the National Fingerprint File (NFF).

The CBCU automatically closes these background checks in our system so no further action is required.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Georgia

GA – ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Care Employees and Volunteers

Georgia does not have a Central Registry and does not process background checks for child care purposes.

The CBCU automatically closes these background checks in our system so no further action is required.

Foster or Adoptive Parents and Household Members

Georgia requires the CBCU to submit the request for foster and adoptive purposes. Complete the request form and send it to the CBCU by email or fax.

Exceptions:

- ✤ Minors: Georgia does not perform Abuse and Neglect History Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this check.
- CPA Employees and Volunteers: Georgia does not perform checks for Child Placing Agency (CPA) employees and volunteers. If the person is in the role of a CPA employee or volunteer, no further action is required.
- Foster and Adoptive Home Visitors: Georgia does not perform checks for visitors of a foster and adoptive home. If the person is in the role of a visitor, no further action is required.

Follow the steps below to request an Abuse and Neglect History Check from Georgia for Texas Child Care Regulation:

Complete the Request Form and Make Copy of ID

 Save the <u>GA CPS Screening Request</u> form to your computer to enable the <u>Fill &</u> <u>Sign</u> feature and fill in the fields as follows:

Note: Entries in the request form <u>must be typewritten</u> and your signature <u>must</u> <u>be handwritten</u>.

- AGENCY REQUESTING SCREENING INFORMATION Leave blank Note: Do not list the Child Placing Agency in this section
- Information on Person to be Screened (Applicant) -
 - Enter your personal identifying information. You must list ALL alternate names you have previously used.
 - List all previous addresses for the last five years and the approximate month and year you moved in and out of each residence.
- CURRENT HOUSEHOLD MEMBERS ONLY (TO BE COMPLETED BY FOSTER CARE/ADOPTIONS APPLICANTS ONLY) – Enter the names and identifying information for all adults in your home who previously lived in Georgia

within the last five years. If the person did not previously live in Georgia, do **NOT** list them on the form.

- $_{\odot}$ $\,$ Print out the request form and sign and date it
- \circ $\,$ Make a copy or take a photo of your Driver's License or State-issued ID $\,$

Submit the Request to the CBCU

- Send the request form and copy of your ID to the CBCU by either:
 - Scanning them and sending them as PDF attachments by email (preferred) with the *Subject* line "Abuse and Neglect History Request for Georgia" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>
 Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.
 -OR-
 - Faxing them and entering "Abuse and Neglect History Request for Georgia" on the cover sheet to 512-406-0503

Georgia sends the results to the CBCU by email within several weeks.

Contact Information for Georgia Abuse and Neglect History

Website: Georgia Child Abuse Registry -CPSIS

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

GA – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

The CBCU does not require a separate Criminal History Check from Georgia due to this state's participation in the National Fingerprint File (NFF).

The CBCU automatically closes these background checks in our system so no further action is required.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Guam

GU – ABUSE AND NEGLECT HISTORY CHECK

Guam has the same process for child care and foster and adoptive purposes. Contact the CBCU to start the background check process.

Follow the steps below to request an Abuse and Neglect History Check from Guam for Texas Child Care Regulation:

Initiate Request – Contact the CBCU to initiate the request

- Create an email with the *Subject* line "Abuse and Neglect History Check Needed from Guam"
- Copy and paste the following text into the message and provide the following information:

A **GU Abuse and Neglect History Check** is needed for the following person:

- Name:
- SSN:
- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Complete the Request Form – After the CBCU sends you the *GU Consent for*

Disclosure form by email

- Print out the *GU Consent for Disclosure* form
- Sign and date the *GU Consent for Disclosure* form
 Note: If the person is a minor (under the age of 18), a parent or guardian must sign and date the form.
- Take a photo or make a copy of your driver's license, passport, or governmentissued ID

Note: If the person is a minor (under the age of 18), the parent or guardian makes a copy of his or her ID.

Return the Request to the CBCU

- Send the *GU Consent for Disclosure* form and copy of ID to the CBCU either by:
 - Scanning them and sending as PDF attachments by email (preferred) with the *Subject* line "Abuse and Neglect History Release for Guam" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "Abuse and Neglect History Release for Guam" on the cover sheet to 512-406-0503

Guam sends the results to the CBCU by email within several weeks.

Contact Information for Guam Abuse and Neglect History

Bureau of Social Services Administration Department of Public Health & Social Services Phone: 671-475-2653 or 671-475-2672

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

GU – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

Guam performs name-based Criminal History Checks for child care purposes and charges a \$20 fee. Contact the CBCU to start the background check process.

Follow the steps below to request a Criminal History Check from Guam for Texas Child Care Regulation:

Initiate Request – Contact the CBCU to initiate the request

- Create an email with the *Subject* line "Criminal History Check Needed from Guam"
- Copy and paste the following text into the message and provide the following information:
 - A **GU Criminal History Check** is needed for the following person:
 - Name:
 - o SSN:
- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Prepare the Forms – After the CBCU sends you the forms and instructions by email

- Take a photo of or make a copy of your driver's license or Passport
- Save the <u>GU Criminal History Clearance Request Form</u> to your computer and click the *Fill & Sign* tab and the right to enter text -OR- print out the request form and fill in the fields as follows (use print):
 - Enter your personal identifying information
 - Enter your email address
 - **Purpose** checkbox Select *Employment*
 - Deliver Method checkbox Select E-Mail
- Print out the form and sign and date it
- Scan the request form and save it to your computer
- Print out the GU OSCH Waiver of Rights Pertaining to Expunged Records form attached in the CBCU email and fill in the fields as follows:
 - Enter your full name on the first line
 - Printed Name Signature Print your full name and then sign on this line
 - *Dated* Enter the date signed
- Scan the waiver and save it to your computer

Submit the Request to Guam by Email

- Create a new email message with the *Subject* line "Criminal History Request Needed"
- Copy the following message into the body of the email

Please see the attached request form and waiver for a Criminal History Check. This check is needed for my employment in child care in the state of Texas. I have also attached a copy of my ID.

I am sending my payment by mail to the attention of Erianna Taimanglo in the Criminal History Clearance Section.

 Attach the request form, waiver, and copy of your ID to the message and send it to: <u>agclearances@oagguam.org</u>

Mail Payment to Guam

- Print out the GU OSCH Payment Letter attached in the CBCU email
- Sign and date the *GU OSCH Payment Letter*
- Write a check or money order in the amount of \$20 made payable to: *Treasurer* of Guam
- Send the payment letter and check or money by certified mail to:

Office of the Attorney General Guam

590 S. Marine Corps Drive, Suite 901 Tamuning, Guam 96913 ATTN: Erianna Taimanglo

Confirm Submission of Request

 Copy and paste the following text into an email with the *Subject* line "GU Criminal History Request Submitted" and provide the following information

This message is to confirm that I have submitted the request form by email and payment by mail to Guam for the **GU Criminal History Check**:

- Name:
- SSN:
- Date Request Submitted by Email:
- Date Payment Mailed:
- Send the email confirming that the request has been mailed to Guam to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to Guam may result in your background check being closed due to non-compliance.

Guam sends the results to the CBCU by mail within several weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

Contact Information for Guam

Guam Police Department Website: <u>GPD: Police Clearance</u>

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Hawaii

HI – ABUSE AND NEGLECT HISTORY CHECK

Hawaii has the same process for child care and foster and adoptive purposes. Complete the request form and submit it the CBCU by email or fax.

Follow the steps below to request an Abuse and Neglect History Check from Hawaii for Texas Child Care Regulation:

Complete the Request Form

- Save the <u>HI Protective Service Central Registry Consent</u> form as a PDF to your computer
- Open the request form from your computer to enable the <u>Fill & Sign</u> feature or print out the request form and fill in the fields as follows (use print):
 - Enter your name on the first line
 - Name of Individual or Organization Enter "Texas Health and Human Services –CBCU"

Note: Do not list the child care operation as the *Organization*

- *Relationship* Enter the appropriate option:
 - "Child Care Regulation"
 - "Foster/Adoption"

- Address Enter "P.O. Box 149030 Mail Code: 121-7 ATTN: CPearson Austin, TX 78714-9030"
- Phone Number Enter "512-438-3658"
- *My Date of Birth* Enter your DOB
- My Social Security Number Enter your SSN
- Any Alias, Former Name, Including Maiden Name Enter all alternate names you have used
- Save the completed request form to your computer

Submit Request to the CBCU

- Send the request form to the CBCU by either:
 - Scanning it and sending it as a PDF attachment by email (preferred) with the *Subject* line "Abuse and Neglect History Request for Hawaii" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "Abuse and Neglect History Request for Hawaii" on the cover sheet to 512-406-0503

Hawaii sends the results to the CBCU by email within several weeks.

Contact Information for Hawaii Abuse and Neglect History

Website: Hawaii CPS Central Registry

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

HI – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

The CBCU does not require a separate Criminal History Check from Hawaii due to this state's participation in the National Fingerprint File (NFF).

The CBCU automatically closes these background checks in our system so no further action is required.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Idaho

ID – ABUSE AND NEGLECT HISTORY CHECK

Idaho has the same process for child care and foster and adoptive purposes and charges a \$20 fee. Complete the request form and submit it with payment to Idaho by mail.

Follow the steps below to request an Abuse and Neglect History Check from Idaho for Texas Child Care Regulation:

Complete the Request Form

- Fill in the fields of the <u>ID Child Protection Registry Check Form</u> as follows:
 - Person Being Checked Out
 - *Last Name* Enter your last name
 - First Name Enter your first name

- Maiden/Former Name(s)/Aliases Enter all alternate names you have used
- Date of Birth Enter your DOB
- Social Security Number Enter your SSN
- Agency Information
 - Licensing Agency/Employer Name Enter "Texas Health and Human Services –CBCU"
 - **Note:** Do not list the child care operation as the *Licensing Agency/Employer Name*
- Return Results To
 - Name Enter "Texas Health and Human Services –CBCU ATTN: JCrighton"
 - Street/PO Box Enter "P.O. Box 149030 Mail Code: 121-7"
 - City/State/Zip Enter "Austin, TX 78714-9030"
 - Email Enter "Julianna.Crighton@hhs.texas.gov"
 - Fax Number Enter "512-406-0503"
- Reason for Request Select the appropriate checkbox based on your role
 - *Foster Care/Adoption/ICPC* If you are a foster or adoptive parent or household member in a foster/adoptive home
 - *Child Care Employment* If you are a child care employee, volunteer, or household member in a child care home
- Print out the request form and sign it in the presence of a notary
- Have the notary sign and seal the request form

Submit the Request to ID

- Write a check or money order in the amount of \$20 made payable to: Idaho Department of Health and Welfare"
- Send the request form and payment by mail to:

IDHW – Criminal History Unit ATTN: CWIS P.O. Box 83720 Boise, ID 83720

Confirm Submission of Request to the CBCU

- Copy and paste the following text into an email with the *Subject* line "ID Abuse and Neglect History Request Submitted" and provide the following information: This message is to confirm that I have mailed the **ID Abuse and Neglect History** request form and payment to Idaho:
 - Name:
 - SSN:
 - Date Mailed:
- Send the email confirming that the request has been mailed to Idaho to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to Idaho may result in your background check being closed due to non-compliance.

Idaho sends the results the CBCU by email within several weeks.

Contact Information for Idaho Abuse and Neglect History

Website: <u>Idaho Criminal History Unit</u> Email: <u>crimhist@dhw.idaho.gov</u>

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

ID – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

The CBCU does not require a separate Criminal History Check from Idaho due to this state's participation in the National Fingerprint File (NFF).

The CBCU automatically closes these background checks in our system so no further action is required.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Illinois

IL – ABUSE AND NEGLECT HISTORY CHECK

Illinois has the same process for child care and foster and adoptive purposes. Complete the request form and submit it to Illinois by email or fax.

Follow the steps below to request an Abuse and Neglect History Check from Illinois for Texas Child Care Regulation:

Complete the Request Form

- Fill in the fields of the <u>IL Authorization for Background Check</u> as follows:
 - Name Enter your last, first, and middle name
 - *Date of Birth* Enter your DOB as mm/dd/yyyy
 - *Gender* Select the appropriate checkbox
 - *Race* Enter your race
 - *Current Address* Enter your current mailing address

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- List all previous addresses in Illinois and the months and years in which you resided at each address
- List all maiden names, nicknames, and alternate names you have used
- Submitting Agency Fax Number Enter "512-406-0503"
- Submitting Email Address Enter
 <u>CBCUBackgroundChecks@hhs.texas.gov</u>"
- Agency Name Enter "Texas Health and Human Services CBCU"
 Note: Do not list the child care operation as the Agency Name
- Contact Person Enter "Cassandra Pearson"
- o Address Enter "P.O. Box 149030 Mail Code: 121-7"
- *City/State/Zip* Enter: "Austin, Texas 78714-9030"
- Print out the request form and sign and date it
 Note: Your signature MUST be handwritten on the printed-out form. Illinois rejects request forms that signed on the computer using a stylus or a digital or electronic signature.
- Scan the request form and save it as a PDF

Submit the Request to IL

- Send the request form to Illinois by either:
 - Sending it as a PDF attachment by email with the *Subject* line "Out-of-State Request" to: <u>DCFS.689Background@Illinois.gov</u>
 - Faxing it and entering "Out-of-State Request" on the cover sheet to 217-782-3991

Confirm Submission of Request to the CBCU

 Copy and paste the following text into an email with the *Subject* line "IL Abuse and Neglect History Request Submitted" and provide the following information:

This message is to confirm that I have submitted the **IL Abuse and Neglect History** request form to Illinois by email:

- Name:
- o SSN:
- Date Emailed:

 Send the email confirming that the request has been submitted to Illinois by email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to Illinois may result in your background check being closed due to non-compliance.

Illinois sends the results to the CBCU by email within a couple of weeks.

Contact Information for Illinois Abuse and Neglect History

Website: <u>IL Provider Background Checks</u>

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

IL – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

Illinois processes name-based Criminal History Checks through an online portal and charges a \$16 fee. Illinois has a two-step process: You must first **Get a Digital ID** from Illinois. You then use that Digital ID to **Register with IL CHIRP** and **Request a Criminal History Check**.

Follow the steps below to request a Criminal History Check from Illinois for Texas Child Care Regulation:

Get a Digital ID –You must first obtain a Digital ID in order to access the Illinois Criminal History Information Response Process (<u>IL CHIRP</u>) website:

- Go to the <u>IL CHIRP</u> website and click the link to *Get a Digital ID*
- Click on the **Get a Digital ID** button
- Select the button based on whether you have an Illinois ID or remember your Illinois ID number:

Note: If you remember your Illinois ID number, this step of the process takes less time as Illinois is able to verify your identity in the system.

○ If Yes –

- Select the Illinois Resident Accept button
- Fill in the fields on the **Resident registration** page with information <u>exactly</u> as it appears on your Illinois Driver's License or Illinois-issued ID
- If No
 - Select the Non-Illinois Resident Accept button
 - Fill in the fields on the **Non-resident registration** page with information <u>exactly</u> as it appears on your Driver's License or current state-issued ID
 - Print the completed form and sign it in the presence of a notary
 - Mail the notarized application to the address listed on the form

Confirm Submission of Request for a Digital ID – After you have mailed the request for a Digital ID (if you do not have an Illinois driver's license):

- Confirm submission of your request for a Digital ID by copying and pasting the following text into an email and providing the following information:
 This message is to confirm that I have mailed my request for a Digital ID to IL for the IL Criminal History Check:
 - Name:
 - o SSN:
 - Date Mailed:
- Sending it to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Register the Digital ID –Once you have received the *Reference Number* and *Authorization Code*, register the Digital ID

• Illinois sends you the following for a **Digital ID**:

- A *Reference Number* by email
- An *Authorization Code* by postal mail to the address listed on your application (if you do not have an Illinois driver's license)
- Return to the <u>Digital ID Registration and Recovery</u> webpage
- Use both the *Reference Number* and *Authorization Code* to complete your registration.
- Select a User Name and Password for your Digital ID

Register with <u>**IL CHIRP</u>** –Once you have a Digital ID, register with the <u>IL CHIRP</u> website:</u>

- Go to the <u>IL CHIRP</u> website and enter the *Username* and *Password* associated with your **Digital ID**
- Click the **Register Here** button to register as a *Public User* (No ORI number is required):
 - Accept the terms and conditions
 - Provide your name and contact information
 - Provide a valid email address This will be used to log in
 - Create a password.
 - Select your secret question and answer.
 - \circ Follow the activation instructions sent to your email account.
- Refer to the <u>Troubleshooting Guide</u> if you have issues registering

Request a Criminal History Check –After you have registered, access <u>IL CHIRP</u> to submit a background check request:

- Go to the <u>IL CHIRP</u> website and enter the *Email* and *Password* associated with your CHIRP Login
- Hover your cursor over Create Inquiry then select Add Inquiry from the menu displayed
- Enter your credit card or eCheck information in the **Payment Type** section
- Enter your personal information in the **Subject Information** section
- Click on the **Save Inquiry** button
- Click on the **View Cart** button to submit the request and check out
- On the Welcome to Chirp webpage, hover your cursor over the Check Status tab and select *My UCIA Inquiries* from the menu displayed

Confirm Submission of Request to the CBCU – After you have submitted the request online

 Copy and paste the following text into an email with the *Subject* line "IL Criminal History Request Submitted" and provide the following information:

This message is to confirm that I have submitted the **IL Criminal History** request in the IL portal:

- Name:
- o SSN:
- Date Submitted:
- Send the email confirming that the Illinois request has been submitted online to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to Illinois may result in your background check being closed due to non-compliance.

Submit Results to the CBCU – After Illinois provides the results to you in the IL portal

- Save or print your criminal history results and send them to the CBCU by either:
 - Scanning it and sending it as a PDF attachment by email (preferred) with the *Subject* line "Criminal History Results for Illinois" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "Criminal History Results for Illinois" on the cover sheet to 512-406-0503

Illinois provides the results in the online portal within 30-40 days. You must forward the results to the CBCU by following the instructions above.

Contact Information for Illinois Criminal History

Website: IL Criminal History Background Checks

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Indiana

IN – ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Child Care Employees or Volunteers

Indiana uses the same request form to process Abuse and Neglect History Checks and Criminal History Checks for child care purposes. Indiana requires the CBCU to submit the request. Complete the request form and submit it the CBCU by email or fax.

Note: You only need to complete one request form for both of your Indiana checks. Indiana processes both background checks using the same request form and sends both sets of results to the CBCU.

Follow the steps below to request an Abuse and Neglect History Check from Indiana for Texas Child Care Regulation:

Complete the Request Form

- Fill in the fields of the <u>IN Consent to Release Information Form</u> as follows:
 - Name of facility/licensee/LLEP/applicant Enter "Texas Health and Human Services –CBCU"
 - Note: Do not list the child care operation as the *Name of facility*
 - *County* Enter "N/A"
 - Address of facility (number and street) Enter "N/A"
 - Mailing address of facility (number and street) Enter "P.O. Box 149030 Mail Code: 121-7 ATTN: CPearson"
 - *City* Enter "Austin"
 - State Enter "TX"
 - o Zip Code Enter "78714-9030"
 - *E-mail address of facility* Enter
 <u>CBCUBackgroundChecks@hhs.texas.gov</u>"
 - License/registration number/LLEP number Enter "Out-of-State Consent"
 - License/registration/certification expiration date (mm/dd/yy) Leave blank
 - *Name of consultant* Enter "Cassandra Pearson"
 - Legal Name Enter your first, middle, last, and maiden (if applicable) names
 - *Type* Select the appropriate option based on your role:
 - *Staff* For employees of a child care operation
 - *Volunteer* For volunteers at a child care operation
 - Practicum Student For interns at a child care operation
 - *Household Member* For household members of a home-based child care operation, including minors
 - Do you have a Social Security Number? Select "Yes" or "No"
 - o (If Yes, number) Enter your SSN (if you have one)
 - *Date of Birth* Enter your DOB as mm/dd/yy
 - *Telephone number* Enter your telephone # if you have a landline
 - Cellular number Enter your cell phone #
 - *E-mail address* Enter your email
 - *Race* Select the appropriate checkbox
 - *Ethnicity* Select the appropriate checkbox

- *Mailing address* Enter your current address
- List all other addresses you have lived at in the last five (5) years Enter your previous addresses for the last five years and the approximate month and year that you moved into and out of each address
- Print out the request form
- Sign (on the second *Signature* line) and date the form
- **Note:** A parent or guardian signature is required for anyone under the age of 18 and the parent or guardian must fill in the field for *Relationship to applicant if under 18*.

Submit Request to the CBCU

- Send the request form to the CBCU by either:
 - Scanning it and sending it as a PDF attachment by email (preferred) with the *Subject* line "Background Check Request for Indiana" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "Background Check Request for Indiana" on the cover sheet to 512-406-0503

Indiana provides the results to the CBCU within a couple of weeks.

Contact Information for Indiana Abuse and Neglect History

Office of Early Childhood and Out of School Learning Website:

- ✤ Indiana Family and Social Services Administration
- ✤ IN Background Check Requirements

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Foster or Adoptive Parents and Household Members

Indiana processes Abuse and Neglect History checks for foster and adoptive purposes through an online portal. Contact the CBCU to start the background check process.

Follow the steps below to initiate an Abuse and Neglect History Check from Indiana for Texas Child Care Regulation:

Initiate Request – Contact the CBCU to initiate the request

- Create an email with the *Subject* line "Abuse and Neglect History Check Needed from Indiana"
- Copy and paste the following text into the message and provide the following information:

An **IN Abuse and Neglect History Check** is needed for the following person:

- Name:
- SSN:
- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Complete the Request in the IN Portal

- Indiana will send you two email messages within a couple of business days from KidTraks@dcs.in.gov (Check your Spam or Junk folder):
 - One message contains a link
 - One message contains a password
- Use the link and the password to access the Indiana portal online and fill in the fields of the request form

Note: You will need to list all your addresses from 1/1/1988 or from your Date of Birth (if born after 1988). If you are unsure about exact dates, just estimate as best you can. The dates must be continuous and there <u>cannot be any gaps</u>. If you cannot remember the exact address for a particular timeframe, list the city and state and approximate dates of residence.

Submit the request in the IN portal

Confirm Submission of Request to the CBCU

- Copy and paste the following text into an email with the *Subject* line "IN Abuse and Neglect History Request Submitted" and provide the following information: This message is to confirm that I have submitted the **IN Abuse and Neglect History** request in the IN portal:
 - Name:
 - o SSN:
 - Date Submitted:
- Send the email confirming that the Indiana request has been submitted online to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to Indiana may result in your background check being closed due to non-compliance.

Indiana provides the results to the CBCU in the online portal within a couple of weeks.

Contact Information for Indiana Abuse and Neglect History

Website: Indiana CPI/CPS Portal

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

IN – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

Indiana uses the same request form to process Abuse and Neglect History Checks and Criminal History Checks for child care purposes. Indiana requires the CBCU to submit the request.

Note: You only need to complete one request form for both of your Indiana checks. Indiana processes both background checks using the same request form and sends both sets of results to the CBCU.

Follow the steps in the Indiana Abuse and Neglect History Check section for Day Care or Residential Child Care Employees or Volunteers.

Indiana sends the results to the CBCU by email within several weeks.

Contact Information for Indiana Criminal History

Website: Indiana Background Check Requirements

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Iowa

IA – ABUSE AND NEGLECT HISTORY CHECK

Iowa has the same process for child care and foster and adoptive purposes and requires the CBCU to submit the request. Contact the CBCU to start the background check process.

Follow the steps below to request an Abuse and Neglect History Check from Iowa for Texas Child Care Regulation:

Initiate Request – Contact the CBCU to initiate the request

- Create an email with the *Subject* line "Abuse and Neglect History Check Needed from Iowa"
- Copy and paste the following text into the message and provide the following information:

An **IA Abuse and Neglect History Check** is needed for the following person:

- Name:
- SSN:
- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Iowa sends the results to the CBCU by email within a couple of weeks.

Contact Information for Iowa Abuse and Neglect History

Website: Iowa Child Care Out-of-State Requests for Information

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

IA – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

The CBCU does not require a separate Criminal History Check from Iowa due to this state's participation in the National Fingerprint File (NFF).

The CBCU automatically closes these background checks in our system so no further action is required.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Kansas

KS – ABUSE AND NEGLECT HISTORY CHECK

Kansas has the same process for child care and foster and adoptive purposes and does not charge a fee for requests submitted by the CBCU. Complete the request form and send it to the CBCU by email or fax.

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Follow the steps below to request an Abuse and Neglect History Check from Kansas for Texas Child Care Regulation:

Complete the Request Form

- Save the <u>KS Child Abuse and Neglect Central Registry Release of Information</u> form as a PDF to your computer
- Open the request form from your computer to enable the <u>Fill & Sign</u> feature or print out the request form and fill in the fields as follows (use print):
 - Contact Person Enter "Khadijah Jackson"
 - Agency/Org Enter "Texas Health and Human Services –CBCU"
 Note: Do not list the child care operation as the Agency/Org
 - *Phone #* Enter "512-438-5090"
 - o *Address* Enter "P.O. Box 149030 Mail Code: 121-7"
 - Email Enter "<u>CBCUBackgroundChecks@hhs.texas.gov</u>"
 - o City/State/Zip Enter "Austin, TX 78714-9030"
 - *Return Results by* Select the checkbox for *Encrypted email*
 - Payment/Account Information Select the checkbox for *Exempt* Note: Kansas does NOT charge a fee for requests submitted by the CBCU so do not pay the fee online or send a check by mail.
 - *First, Middle, Last Name* Enter your first, middle, and last name
 - Select both *Yes* checkboxes indicating permission to release the information to the CBCU annually
 - Other Names Used Enter all alternate names you have used. If you have no alternate names, enter "N/A".
 - Date of Birth Enter your DOB
 - *Race* Enter your race
 - Social Security # Enter your SSN
 - *Gender* Select the appropriate checkbox
 - *Current Address* Enter your current address
 - *City, State, Zip* Enter your city, state, and zip code
 - Phone Enter your phone #
 - *Email* Enter your email address
 - Signature Click on this field to enter a digital signature (See <u>How To</u> <u>Create A Digital Signature And Sign A Document With Adobe Reader DC</u>) or print out the form and sign it by hand

Note: A parent or guardian signature is required for anyone under the age of 18.

• Date – Enter today's date

Submit Request to the CBCU

- Send the request form to the CBCU by either:
 - Scanning it and sending it as a PDF attachment by email (preferred) with the *Subject* line "Abuse and Neglect History Request for Kansas" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "Abuse and Neglect History Request for Kansas" on the cover sheet to 512-406-0503

Kansas sends the results to the CBCU by email within a couple of weeks.

Contact Information for Kansas Abuse and Neglect History

Website:

- Child Care: <u>KS Child Abuse and Neglect Central Registry</u>
- ✤ Foster/Adoption: <u>KS Adam Walsh Central Registry Requests</u>

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

KS – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

The CBCU does not require a separate Criminal History Check from Kansas due to this state's participation in the National Fingerprint File (NFF).

The CBCU automatically closes these background checks in our system so no further action is required.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Kentucky

KY – ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Care Employees and Volunteers

Kentucky processes Abuse and Neglect History checks for child care purposes through an online portal and charges a \$10 fee. Submit a request to Kentucky in online portal.

Follow the steps below to request an Abuse and Neglect History Check from Kentucky for Texas Child Care Regulation:

Create a Kentucky Online Gateway Account

 Go to the <u>KY Online Gateway</u> and click on the Create Account button to create a new account. (If you already have an account, click the Sign In button and skip to the Can Payment and Verification section below)

- Follow the steps in the <u>KY Online Gateway Onboarding</u> instructions to create an account
- After Kentucky sends you an email, click on the activation link in your confirmation email

CAN Payment and Verification

- Return to the <u>KY Online Gateway</u> webpage and click the Sign In button
- Select the letter C from the alphabet list and select the CAN Payment and Verification application and click the Launch button (Refer to the <u>KY Online</u> <u>Gateway Onboarding</u> instructions)
- Click on the Form tab at the top of the page to display a dropdown menu and select *Child Care Central Registry Check (DCC-374)*
- Enter information in the different sections of the request form as follows:
 - Child Care Central Registry Check section: Select the checkbox for *Out of State Child Care Employee*
 - **Personal Information** section: Enter your personal identifying information

Note: You must enter your full middle name. If you do not have a middle name, enter "N/A" in that field. If you do not have a *Maiden/Nick Name/Other*, enter "N/A" in that field.

- Current Address:
 - Enter your current address
 - Living at the current address longer than 5 Years? –Select the "No" radio button
- Previous Address:
 - Click the **+Previous Address** button
 - Enter your previous address in Kentucky
 - Repeat this process until all previous addresses in which you have resided in the last five years are entered
- Employer/Agency Information:
 - Select the checkbox which states In addition to receiving the results myself, I authorize the Cabinet for Health and Family Services to share the results with the following employer or agency
 - Name Enter "Texas Health and Human Services –CBCU"
 - Email Address Enter "CBCUBackgroundChecks@hhs.texas.gov"
 - Address Line 1 Enter "P.O. Box 149030"
 - Address Line 2 Enter "Mail Code: 121-7"

- *City* Enter "Austin"
- State Select "Texas" from the dropdown menu
- *Zip Code* Enter "78714-9030"

• View/Upload Documents

- Scan and save a copy of a form of ID to your computer –or use your cell phone to take a photo of your ID and save it to your computer (Driver's license, state-issued ID, birth certificate, Social Security card, individual taxpayer ID, passport, or work ID)
- Document Description Enter a title for the type of ID
- Click the **Browse** button to locate and select the copy of the ID saved to your computer
- Click the **Upload** button to add the copy of your ID to the request
- Click the **Save** button
- Click the **Submit** button
- **Confirm Submit** Click the **Submit** button
- **Customer** section:
 - Select the radio button for *Pay by Credit/Debit Card*
 - Click the **Proceed to E Sign** button
- **E-Signature** section:
 - Review your request to ensure all information is entered correctly and a copy of your ID has been uploaded
 - Click the **Sign & Pay** button
- **Receipt** section:
 - Enter your credit or debit card information
 - Enter your email address to receive a copy of your receipt by email
 - Select the **Next** button
 - Review your payment information to ensure it is correct and click the **Pay Now** button
- A confirmation screen appears and an email will be sent to the address you listed.
- Click on the **Complete Payment and Return to CANS** button

Confirm Submission of Request to the CBCU

 Copy and paste the following text into an email with the *Subject* line "KY Abuse and Neglect History Request Submitted" and provide the following information: This message is to confirm that I have submitted the KY Abuse and Neglect History request in the KY portal:

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- Name:
- o SSN:
- Date Submitted:
- Send the email confirming that the Kentucky request has been submitted online to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to Kentucky may result in your background check being closed due to non-compliance.

Kentucky provides the results to the CBCU in the online portal within 30 days.

Contact Information for Kentucky Abuse or Neglect History

Website: <u>KY National Background Check Program</u> Help Desk for Portal: 502-564-0101 Option 2

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>
Foster or Adoptive Parents and Household Members

Kentucky requires the CBCU to submit the request for foster and adoptive purposes and does not charge a fee. Complete the request form and send it to the CBCU by email or fax.

Follow the steps below to request an Abuse and Neglect History Check from Kentucky for Texas Child Care Regulation:

Complete the Request Form

- Fill in the fields of the <u>KY Background Check Request for Foster or Adoptive</u> <u>Applicants</u> form as follows:
 - \circ Enter your personal identifying information
 - Enter your current address and list your previous addresses for the last five years (attach an additional page, if needed)
- Sign and date page 2 of the request form
 - **Note:** If this request is for a person under the age of 18, a parent or guardian must sign the request form
- Have a witness sign and date page 2 of the request form

Submit Request to the CBCU

- Send the request form to the CBCU by either:
 - Scanning it and sending it as a PDF attachment by email (preferred) with the *Subject* line "Abuse and Neglect History Request for Kentucky" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "Abuse and Neglect History Request for Kentucky" on the cover sheet to 512-406-0503

Kentucky sends the results to the CBCU by email within several weeks.

Contact Information for Kentucky Abuse or Neglect History

Website: KY National Background Check Program

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

KY – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

Kentucky processes name-based Criminal History Checks for child care purposes and charges a \$20 fee. Complete the request form and send it with payment to Kentucky by mail.

Follow the steps below to request a Criminal History Check from Kentucky for Texas Child Care Regulation:

Complete the Request Form

- Fill in the fields of the <u>KY Request for Conviction Records</u> form as follows:
 - Agency/Organization Name and Address Enter "Texas Health and Human Services –CBCU"
 - **Note:** Do not list the child care operation as the *Agency/Organization*
 - *Name* Enter your full name
 - *Address* Enter your current address
 - \circ Sex Enter your sex
 - *Race* Enter your race
 - Date of Birth Enter your DOB
 - Soc Sec No Enter your SSN
- Print out the request form and sign and date it in the presence of a witness
- Have the witness sign and date the request form

Submit the Request to KY

- Address a stamped envelope to yourself
- Address a stamped envelope to:

Texas Health and Human Services –CBCU P.O. Box 149030 Mail Code: 121-7 ATTN: KJackson Austin, TX 78714-9030

- Write a check or money order in the amount of \$20 made payable to: Kentucky State Treasurer
- Send the request form, both stamped and addressed envelopes, and payment by mail to:

Kentucky State Police Criminal Identifications and Records Branch Criminal Records Dissemination Section 1266 Louisville Road Frankfort, KY 40601

Confirm Submission of Request to the CBCU

 Copy and paste the following text into an email with the *Subject* line "KY Criminal History Request Submitted" and provide the following information:

This message is to confirm that I have mailed the **KY Criminal History** request form, Texas-addressed envelope, and payment to Kentucky:

- Name:
- SSN:
- Date Mailed:
- Send the email confirming that the request has been mailed to Kentucky to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to Kentucky may result in your background check being closed due to non-compliance.

Kentucky sends the results to the CBCU by mail within a couple of weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

Contact Information for Kentucky Criminal History

Website: KY Background Check Forms

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Louisiana

LA – ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Care Employees and Volunteers

Louisiana processes Abuse and Neglect History Checks for child care purposes through an online portal and charges a \$25 fee. Louisiana requires child care providers and residential child care operations to submit the request in the portal and pay the \$25 fee.

Note: Louisiana is the only state for which child care providers and residential child care operations submit the request and receive the results.

Exceptions:

- ✤ Minors: Louisiana does not perform Abuse and Neglect History Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this check.
- Listed Family Home Operations and CPA Employees, Volunteers and Visitors: Louisiana does not allow Listed Family Home (LFH) Operations and Child Placing Agencies (CPA) to register in their portal. If the check is needed for a person at an LFH or CPA, no further action is required for this check.

Follow the steps below to initiate an Abuse and Neglect History Check from Louisiana for Texas Child Care Regulation:

Initiate Request – Contact the CBCU to initiate the request

- Create an email with the *Subject* line "Abuse and Neglect History Check Needed from Louisiana"
- Copy and paste the following text into the message and provide the following information:

A LA Abuse and Neglect History Check is needed for the following person:

- Name:
- SSN:
- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Follow-Up with the Child Care Operation

Louisiana requires the child care operation to register in the LA background check portal and submit the request. The CBCU will send the instructions for how to do this to the child care operation by email. Please follow-up with the child care operation to complete this check.

The Child Care or Residential Child Care Operation

- Registers in the Louisiana online portal (by following the instructions sent by the CBCU by email)
- Submits the request in the LA portal
- Retrieves the results from the LA portal and saves the results as a PDF to the operation's computer
- Forwards the results to the CBCU by either:
 - Sending it as a PDF attachment by email (preferred) with the *Subject* line "LA Abuse and Neglect History Results" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "LA Abuse and Neglect History Results" on the cover sheet to 512-406-0503

Louisiana provides the results to the child care or residential child care operation in the online portal within ten business days. The operation must forward the results to the CBCU by email or fax.

Contact Information for Louisiana Abuse or Neglect History

Website: <u>LA Child Abuse/Neglect Background Checks</u> Email: <u>DCFS.ChildProtectiveServices.DCFS@la.gov</u>

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Foster or Adoptive Parents and Household Members

Louisiana requires the request for foster and adoptive purposes to be submitted by the CBCU through an online portal. Contact the CBCU to start the background check process.

Exceptions:

- ✤ Minors: Louisiana does not perform Abuse and Neglect History Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.
- Visitors: Louisiana does not perform Abuse and Neglect History Checks for visitors of a foster/adoptive home. If the check is needed for a visitor, no further action is required for this check.

Follow the steps below to request an Abuse and Neglect History Check from Louisiana for Texas Child Care Regulation:

Initiate Request – Contact the CBCU to initiate the request

- Create an email with the *Subject* line "Abuse and Neglect History Check Needed from Louisiana"
- Copy and paste the following text into the message and provide the following information:

A LA Abuse and Neglect History Check is needed for the following person:

- Name:
- o SSN:
- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Complete the Request Form – After the CBCU sends you the request form by email

- Save the LA Child Abuse and Neglect Request and Consent Request form to your computer to enable the <u>Fill & Sign</u> feature -OR- print out the request form and fill in the fields as follows (use print):
 - Place of Birth (city) Enter the city in which you were born
 - *Place of Birth (state)* Enter the state in which you were born
 - *Identification Expiration Date* Enter the date your ID expires
 - *Marital Status* Enter whether you are married, single, divorced or widowed
 - If you are married, fill in the following fields:
 - Spouse (name)
 - Spouse (DOB)
 - Spouse (race)
 - If you are divorced, fill in the following fields:
 - Previous Spouse (name)
 - Previous Spouse (DOB)
 - Previous Spouse (race)
 Note: If you have two prior marriages, enter information for both previous spouses
 - List previous addresses for the past 5 years Enter all addresses in which you have resided in the last five years
 - List children that the person has been responsible for Enter the name, DOB, SSN, and race for each child that has been in your care
- Print out the request form and sign and date section III
- Make a copy of your driver's license or state-issued ID

Submit Request to the CBCU

- Send the request form and copy of your ID to the CBCU by either:
 - Scanning them and sending them as PDF attachments by email (preferred) with the *Subject* line "Abuse and Neglect History Request for Louisiana" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "Abuse and Neglect History Request for Louisiana" on the cover sheet to 512-406-0503

Louisiana provides the results to the CBCU in the online portal within a couple of weeks.

Contact Information for Louisiana Abuse or Neglect History

Website: <u>LA Child Abuse/Neglect Background Checks</u> Email: DCFS.ChildProtectiveServices.DCFS@la.gov

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

LA – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

Louisiana requires the submission of fingerprints to perform a Criminal History Check and charges a \$26 fee. Complete the request form, authorization form, and disclosure form and submit them with your fingerprints and payment to Louisiana by mail.

Follow the steps below to request a Criminal History Check from Louisiana for Texas Child Care Regulation:

Complete the Request Forms – Complete all three forms linked below

- Save the <u>LA Request to Receive Criminal History Record Information Form</u> form to your computer to enable the <u>Fill & Sign</u> feature or print out the request form and fill in the fields as follows (use print):
 - *Date* Enter today's date
 - *Requestor* Enter your last, first, and middle name

- *Phone* Enter your phone #
- Social Security Number Enter your SSN
- Date of Birth Enter your DOB as mm/dd/yyyy
- *I hereby authorize* Enter "Khadijah Jackson"
- *Representative's Address* Enter:
 - Texas Health and Human Services –CBCU P.O. Box 149030 Mail Code: 121-7 ATTN: KJackson Austin, TX 78714-9030
- Leave the rest of the fields blank
- Print out the Request form and sign on the Signature of Requestor line
 Note: Your signature MUST be handwritten
- Fill in the fields of the <u>LA Right to Review</u> Authorization Form with your personal identifying information
- Print out the Authorization form and sign it
 Note: Your signature MUST be handwritten
- Fill in the fields of the <u>LA Applicant Processing</u> <u>Disclosure Form</u> with your personal identifying information
- Print out the **Disclosure** form

Prepare Fingerprints and Payment

- Schedule a fingerprinting appointment by either:
 - Contacting a local law enforcement agency and explaining that you need fingerprints to mail to LA for a Criminal History Check
 - Visiting the <u>IdentoGO Fingerprint Card</u> webpage and scheduling an appointment to get fingerprinted on two FD-258 cards
 Note: See <u>Fingerprinting Process for Out-of-State Checks</u> for details
- Fill in the fields on the *FD-258* fingerprint card as follows:
 - Enter your name and personal identifying information, including height, weight, and place of birth
 - *Signature of Person Fingerprinted* Enter your signature
 - Note: Your signature must be handwritten
 - Reason Fingerprinted Enter "TX Child Care Regulation"
- Purchase a cashier check or money order for \$26 made payable to: Louisiana State Police

Submit Request to LA

 Send the Request form, Authorization form, Disclosure form, two fingerprint cards, and payment by mail to:

Louisiana State Police Bureau of Criminal Identification and Information P.O. Box 66614 (Box A-6) Baton Rouge, LA 70896

Confirm Submission of Request to the CBCU

 Copy and paste the following text into an email with the *Subject* line "LA Criminal History Request Submitted" and provide the following information:

This message is to confirm that I have mailed the three request forms, two fingerprint cards, and payment to Louisiana for the LA Criminal History Check:

- Name:
- SSN:
- Date Mailed:
- Send the email confirming that the Louisiana request has been submitted by mail to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to Louisiana may result in your background check being closed due to non-compliance.

Louisiana sends the results to the CBCU by mail within eight to ten weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

Contact Information for Louisiana Criminal History

Website: LA Frequently Asked Questions

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Maine

ME – ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Care Employees and Volunteers

Maine processes Abuse and Neglect History Checks for child care purposes through an online portal and charges a \$15 fee. Contact the CBCU to start the background check process.

Exceptions:

✤ Minors: Maine does not perform Abuse and Neglect History Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.

Follow the steps below to request an Abuse and Neglect History Check from Maine for Texas Child Care Regulation:

Initiate Request – Contact the CBCU to initiate the request

Create an email with the *Subject* line "Abuse and Neglect History Check Needed from Maine"

 Copy and paste the following text into the message and provide the following information:

A **ME Abuse and Neglect History Check** is needed for the following person:

- Name:
- o SSN:
- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Complete the *ME Authorization Form* – After the CBCU sends you the form by

email

- Fill in the fields of the *ME Authorization Form for Child Abuse Registry Background Check* by either:
 - Saving the form to your computer and clicking the *Fill & Sign* tab [▲] on the right to:
 - Enter your previous *Maine Address*
 - Enter a date and an electronic signature by following the attached instructions
 - -OR-
 - Printing out the form and using print to:
 - Enter your previous *Maine Address*
 - Enter a date and signature
- If you printed out the form, scan and save it to a folder on your computer

Submit the Request in the ME Portal

- Go to the <u>Maine Child Abuse Registry Background Check</u> portal:
 - Select a payment option to begin Select the radio button for *Credit Card*
 - Click the **Search Now** button
 - Subject Information Fill in the fields for *Subject 1* with your personal identifying information (If more than one Maine background check is needed, enter the identifying information for each additional person under a new *Subject #*)
 - Click the **Continue** button
 - Authorization Information –

- Select the radio button for *I will upload an authorization form if selected*
- Click the *Browse* button to locate the authorization form saved to your computer
- Click the **Continue** button
- **Note:** If you are submitting requests for multiple people, you must repeat the above steps until all authorization forms have been uploaded.
- **Delivery Information** Fill in the fields as follows:
 - Method of Delivery Select "Deliver Results by Email"
 - Name of Agency or Provider Enter "Texas Health and Human Services –CBCU"
 - Email Address Enter "CBCUBackgroundChecks@hhs.texas.gov"
 - First Name Enter "Julianna"
 - Last Name Enter "Crighton"
 - Address Line One Enter "P.O. Box 149030"
 - Address Line Two Enter "Mail Code: 121-7"
 - City/Town Enter "Austin"
 - *State* Select "Texas"
 - Zip Enter "78714-9030"
 - *Phone Number* Enter "512-438-5221"
 - Click the **Review** button
- Review Order
 - Look over all of the information on this page to ensure it has been entered correctly. If you need to change any entries, click the *Edit* link in the upper-right corner of that section.
 - Click the **Submit Payment** button
- Payment Information
 - Enter your credit card information and billing address
 - Click the **Submit Payment** button

Confirm Submission of Request to the CBCU

 Copy and paste the following text into an email with the *Subject* line "ME Abuse and Neglect History Request Submitted" and provide the following information: This message is to confirm that I have submitted the ME Abuse and Neglect History request in the ME portal:

- Name:
- SSN:
- Date Submitted:
- Send the email confirming that the Maine request has been submitted online to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to Maine may result in your background check being closed due to non-compliance.

Maine sends the results to the CBCU by email within a couple of weeks.

Contact Information for Maine Abuse and Neglect History

Website: Maine Child and Family Services

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Foster or Adoptive Parents and Household Members

Maine requires the CBCU to submit the request for foster and adoptive purposes. Contact the CBCU to start the background check process.

Exceptions:

✤ Minors: Maine does not perform Child Abuse and Neglect History Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this check.

Follow the steps below to initiate an Abuse and Neglect History Check from Maine for Texas Child Care Regulation:

Initiate Request – Contact the CBCU to initiate the request

- Create an email with the *Subject* line "Abuse and Neglect History Check Needed from Maine"
- Copy and paste the following text into the message and provide the following information:

A **ME Abuse and Neglect History Check** is needed for the following person:

- Name:
- o SSN:
- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Maine sends the results to the CBCU by fax or mail within a couple of weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

Contact Information for Maine Abuse and Neglect History

Website: Maine Child and Family Services

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

ME – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

Maine processes name-based Criminal History Checks through an online portal and charges a \$31 fee. Submit a request with payment to Maine in the online portal.

Exceptions:

✤ Minors: Maine does not perform Criminal History Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.

Follow the steps below to request a Criminal History Check from Maine for Texas Child Care Regulation:

Submit Request in the ME Portal

- Go to the Maine Criminal History Record Request Service website
 - Select the **Credit Card** button at the bottom of the page
 - Enter your personal identification information in the Subject 1 section and click the Continue button at the bottom of the page
 - \circ $\;$ Review your information on the following page:
 - If changes are needed, click the **Edit** button
 - If the information is correct, click **Continue**
 - Shipping Information
 - Shipping Method Select Send Request(s) via Email (Email address listed below)
 - Enter your name, address, phone #, and email address
 - Click Review Order
 - Review the information and click **Confirm Order & Submit Payment**
 - Enter your credit card and billing information and click Submit Payment for the \$31 fee

Confirm Submission of Request to the CBCU

 Copy and paste the following text into an email with the *Subject* line "ME Criminal History Request Submitted" and provide the following information:

This message is to confirm that I have submitted the **ME Criminal History** request in the Maine portal:

- Name:
- SSN:
- Date Submitted:
- Send the email confirming that the Maine request has been submitted online to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Retrieve Results – Maine sends the results to you by email

- Check your email for a message from info@informe.org (You may need to check your Junk or Spam folder)
- Save the results as a PDF to your computer

Submit Results to the CBCU

- Send the results to the CBCU by either:
 - Scanning it and sending it as a PDF attachment by email (preferred) with the *Subject* line "Maine Criminal History Results" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "Maine Criminal History Results" on the cover sheet to 512-406-0503

Maine sends the results to you within two hours in most cases. If additional research is required, it may take up to two weeks.

Contact Information for Maine Criminal History

Website: Maine Criminal History Record Request Service

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Maryland

MD – ABUSE AND NEGLECT HISTORY CHECK

Maryland has the same process for child care and foster and adoptive purposes and requires the CBCU to submit the request. Contact the CBCU to start the background check process.

Follow the steps below to request an Abuse and Neglect History Check from Maryland for Texas Child Care Regulation:

Complete the Request Form

 Fill in the fields of the <u>MD Child Protective Services Background Clearance Form</u> as follows:

Note: Maryland requires the request form to be completed electronically and signed in **blue** ink.

- Part I: Purpose of Search
 - Section *A. Release to Self* Leave these checkboxes blank

- Section *B. Release to an Agency/Individual Related To* Select the appropriate checkbox based on the person's role
 - ✓ Adoption For adoptive parent applicants and household members
 - ✓ Foster Care For foster parent applicants and household members
 - ✓ Day Care Center For day care and residential child care employees and volunteers
 - ✓ Family Day Care For home-based child care operations and household members
- Agency/Individual Name Enter "Texas Health and Human Services –CBCU"
- Name of Agency Representative Enter "Leah Trevino"
- Agency Address Enter "P.O. Box 149030 Mail Code: 121-7 Austin, TX 78714-9030"
- Representative's Phone Number Enter "512-438-5221"
 Note: The form only allows the entry of two digits in the second phone # field. Enter the area code in the first field, skip the second field, enter "438" in the third field, and the final four digits in the extension field.



- Representative's Email Enter
 "<u>CBCUBackgroundChecks@hhs.texas.gov</u>"
- Part II: Search Information If something does not apply, enter "N/A"
 - Enter your personal identifying information, current address, and contact information
 - *CURRENT SPOUSE* Enter the full name and date of birth for your spouse, if married. If you are not married, enter "N/A".
 - *FULL NAMES OF ALL CHILDREN* Enter the full names and dates of birth for all children in your family, regardless of their age or whether they live with you. Attach an additional page, if needed.
 - Have you lived in Maryland in the Past? Select "Yes"
 - *Have you worked or volunteered in Maryland in the past?* Select the appropriate checkbox

- *If yes to either question, from what years:* Enter the approximate month and year that you moved into and out of Maryland
- *PRIOR ADDRESSES* List all previous addresses in Maryland within the last seven years. If there are more than four addresses, attach an additional document.
- **Part III: Authorization** Enter "Texas HHS –CBCU/Leah Trevino
- Print out the request form and sign and date it in **blue** ink in the presence of a notary
- Have the notary sign and stamp the request form

Submit the Request to MD

Send the request form (and any additional documents, if needed) by mail to:

Maryland Department of Human Services Social Services Administration In-Home Services 311 W. Saratoga Street, Room 553 Baltimore, MD 21201

Confirm Submission of Request to the CBCU

- Copy and paste the following text into an email with the *Subject* line "MD Abuse and Neglect History Request Submitted" and provide the following information: This message is to confirm that I have mailed the **MD Abuse and Neglect History** request form to Maryland:
 - Name:
 - SSN:
 - Date Mailed:
- Send the email confirming that the Maryland request has been submitted by mail to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to Maryland may result in your background check being closed due to non-compliance.

Maryland sends the results to the CBCU in approximately eight weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

Contact Information for Maryland Abuse or Neglect History

Website: Maryland Child Protective Services

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

MD – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

The CBCU does not require a separate Criminal History Check from Maryland due to this state's participation in the National Fingerprint File (NFF).

The CBCU automatically closes these background checks in our system so no further action is required.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Massachusetts

MA – ABUSE AND NEGLECT HISTORY CHECK

Massachusetts has the same process for child care and foster and adoptive purposes. Contact the CBCU to start the background check process.

Follow the steps below to request an Abuse and Neglect History Check from Massachusetts for Texas Child Care Regulation:

Initiate Request – Contact the CBCU to initiate the request

- Create an email with the *Subject* line "Abuse and Neglect History Check Needed from Massachusetts"
- Copy and paste the following text into the message and provide the following information:

A **MA Abuse and Neglect History Check** is needed for the following person:

- Name:
- SSN:
- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Complete the Request Form – After the CBCU sends you the form by email

- Fill in the fields of the *MA Adam Walsh Check Form* by either:
 - Saving the form to your computer and clicking the *Fill & Sign* tab [▲] on the right

-OR-

- Printing out the form and using print
 - *Maiden Name or Alias (If Applicable)* Enter your maiden name and all alternate names you have used
 - *Place of Birth* Enter the city and state in which you were born
 - *Mother's Maiden Name* Enter your mother's maiden name
- Sign and date the form in the presence of a notary

- Have the notary sign and stamp the request form
- Scan and and save the request form as a PDF to your computer

Submit Request to the CBCU

- Return the request form to the CBCU by either:
 - Scanning it and sending it as a PDF attachment by email (preferred) with the *Subject* line "Abuse and Neglect History Request for Massachusetts" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>
 Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.
 -OR-
 - Faxing it and entering "Abuse and Neglect History Request for Massachusetts" on the cover sheet to 512-406-0503

Massachusetts sends the results to the CBCU Inspector by email within several weeks.

Contact Information for Massachusetts Abuse and Neglect History

Website: MA Department of Children & Families Public Records

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

MA – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

Massachusetts processes name-based Criminal History Checks and charges a \$25 fee. There are separate processes for people with a MA driver's license and people without a MA driver's license. Submit the request and payment to Massachusetts online or by mail (depending on whether you have a MA driver's license).

Follow the steps below to request a Criminal History Check from Massachusetts for Texas Child Care Regulation. There are separate processes for <u>People With a MA Driver's License</u> and <u>People Without a MA Driver's</u> <u>License</u>.

People With a MA Driver's License

Submit the Request in the MA Portal

- Go to the <u>Massachusetts iCORI Service</u> webpage
- Click on the link to *Register as an Individual* (See <u>CORI Help</u> for guidance)
- Would you like to request your own Personal CORI Select the Yes radio button
- Enter the following information on the **Individual Details** page
 - Valid Email Address
 - Full Name
 - Date of Birth
 - Social Security Number (only the last six digits are required)
 - \circ Address
 - Phone Number
 - Massachusetts driver's license Number or state ID number
- Verify and submit your registration
- Check your Inbox for a confirmation email from Massachusetts
- Go to <u>Massachusetts iCORI Service</u>:
 - Select *Log in to iCORI*
 - Click the **Activate Account** button
- Submit the request and payment online

 Send an email confirming that the request has been submitted to Massachusetts online to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Confirm Submission of Request to the CBCU

- Copy and paste the following text into an email with the *Subject* line "MA Criminal History Request Submitted" and provide the following information: This message is to confirm that I have submitted the MA Criminal History request in the MA portal:
 - Name:
 - o SSN:
 - Date Submitted:
- Send the email confirming that the Massachusetts request has been submitted online to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Submit Results to the CBCU – After the MA results are available

- Send the results to the CBCU by either:
 - Sending as a PDF attachment by email (preferred) with the *Subject* line "MA Criminal History Results" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>
 Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "MA Criminal History Results" on the cover sheet to 512-406-0503

People Without a MA Driver's License

Complete the Request Form

Fill in the fields of the <u>MA Personal CORI Request Form</u> as follows:

Request Information

• Are you submitting an indigency waiver? - Select "No"

Requestor Details

- First Name Enter your first name
- *Middle Initial* Enter your middle initial
- Last Name Enter your last name
- *Suffix* Enter the suffix, if applicable
- Date of Birth Enter your DOB as mm/dd/yyyy
- Probation Central File Enter "N/A"
- Last six digits of your Social Security Number Enter the last six digits of your SSN
- *Father's First Name* Enter your father's first name
- Father's Last Name Enter your father's last name
- *Mother's First Name* Enter your mother's first name
- *Mother's Last Name* Enter your mother's last name
- Please check this box if you would ALSO like to request your personal CORI with your former last name(s) – Select this checkbox if you have any alternate names and list all names that you have previously used Mailing Address
- Street Address Enter your current address
- *Apt. # or Suite* Enter your apartment number, if applicable
- *City* Enter your city of residence
- *State* Enter your state of residence
- *Zip* Enter your zip code
- Personal Phone Number Enter your phone #
- *Email Address* Enter your email address
- Print out the request form and sign and date it by hand

Submit the Request to MA

- Purchase a cashier's check or money order in the amount of \$25 made payable to: *Commonwealth of Massachusetts*
- Send the request form and payment by mail to:

Commonwealth of Massachusetts Department of Criminal Justice Information Services ATTN: CORI Unit 200 Arlington Street, Suite 2200 Chelsea, MA 02150

Confirm Submission of Request to the CBCU

 Copy and paste the following text into an email with the *Subject* line "MA Criminal History Request Submitted" and provide the following information:

This message is to confirm that I have submitted the **MA Criminal History** request to Massachusetts by mail:

- Name:
- o SSN:
- Date Mailed:
- Send the email confirming that the Massachusetts request has been submitted by mail to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to Massachusetts may result in your background check being closed due to non-compliance.

Forward the Results to the CBCU – After MA sends you the results

- Send the results to the CBCU by either:
 - Sending as a PDF attachment by email (preferred) with the *Subject* line "MA Criminal History Results" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>
 Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "MA Criminal History Results" on the cover sheet to 512-406-0503

Massachusetts provides the results to you in the online portal. You must forward the results to the CBCU by following the instructions above.

Contact Information for Massachusetts Abuse and Neglect History

Website: MA Request CORI as an Individual

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Michigan

MI – ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Care Employees and Volunteers

Michigan requires the CBCU to submit the request for child care purposes. Complete the request form and send it to the CBCU by email or fax.

Follow the steps below to request an Abuse and Neglect History Check from Michigan for Texas Child Care Regulation:

Complete the Request Form and Make Copy of ID

- Fill in the fields of the <u>MI Central Registry Clearance Request</u> form as follows:
 - Section 1 Information on Person Being Cleared Enter your personal identifying information
 - Section 2 Requester Information
 - *Check Appropriate Box* Select the appropriate checkbox based on your role:

- ✓ Out-of-State Child Caring Institution For child care and CPA employees and volunteers
- ✓ Out-of-State Adoption/Foster Care Home Screening For foster/adoptive parents and household members
- Name of Agency or Organization Enter "Texas Health and Human Services –CBCU"
 Note: Do not list the child care operation as the Agency or

Organization

- Name of Requester Enter "Khadijah Jackson"
- Address Enter "P.O. Box 149030 Mail Code: 121-7 ATTN: KJackson"
- *City* Enter "Austin"
- *State* Enter "TX"
- Zip Code Enter "78714-9030"
- Email Enter "Khadijah.Jackson01@hhs.texas.gov"
- Fax Enter "512-406-0503"
- Phone Enter "512-438-5090"
- Print out the request form and sign and date it (in Section 1)
 Note: Your signature must be handwritten
- Make a copy or take a photo of your driver's license, state-issued ID, or passport

Submit the Request to the CBCU

- Send the request form and copy of your photo ID to the CBCU by either:
 - Scanning them and sending them as PDF attachments by email (preferred) with the *Subject* line "Abuse and Neglect History Request for Michigan" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>
 Note: Do not send us links to documents saved to cloud storage (such as

a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing them and entering "Abuse and Neglect History Request for Michigan" on the cover sheet to 512-406-0503

Michigan sends the result to the CBCU within a couple of weeks.

Contact Information for Michigan Abuse and Neglect History

Website: MI Central Registry Clearance Requests

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Foster or Adoptive Parents and Household Members

Michigan requires the Child Placing Agency (CPA) to submit the request for foster and adoptive purposes. Complete the request form and send it with a copy of your ID to the CPA by email or fax.

Follow the steps below to request an Abuse and Neglect History Check from Michigan for Texas Child Care Regulation:

Complete the Request Form and Make Copy of ID

- Fill in the fields of the <u>MI Central Registry Clearance Request</u> form as follows:
 - Section 1 Information on Person Being Cleared Enter your personal identifying information
 - Section 2 Requester Information Leave blank
- Print out the request form and sign and date it (in Section 1)
 Note: Your signature MUST be handwritten
- Make a copy or take a photo of your driver's license, state-issued ID, or passport

Submit the Request to the CPA

Send the request form and copy of your ID to the CPA by email or fax

Confirm Submission of Request to the CBCU

 Copy and paste the following text into an email with the *Subject* line "MI Abuse and Neglect History Request Submitted" and provide the following information: This message is to confirm that I have submitted the **MI Abuse and Neglect History** request form to the Child Placing Agency:

- Name:
- o SSN:
- Date Submitted:
- Send the email confirming that the Michigan request has been submitted to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to Michigan may result in your background check being closed due to non-compliance.

Submit the Results to the CBCU – After MI sends the results to the CPA

- Send the results to the CBCU by either:
 - Sending as a PDF attachment by email (preferred) with the *Subject* line "MI Abuse and Neglect History Results" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "MI Abuse and Neglect History Results" on the cover sheet to 512-406-0503

Michigan sends the results to the CPA within ten business days. The CPA must forward the results to the CBCU by following the instructions above.

Contact Information for Michigan Abuse and Neglect History

Website: MI Central Registry Clearance Requests

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

MI – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

The CBCU does not require a separate Criminal History Check from Michigan due to this state's participation in the National Fingerprint File (NFF).

The CBCU automatically closes these background checks in our system so no further action is required.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Minnesota

MN – ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Care Employees and Volunteers

Minnesota requires that the request be submitted by mail and charges a \$20 fee. Complete the request form and send it to Minnesota by mail.

Follow the steps below to request an Abuse and Neglect History Check from Minnesota for Texas Child Care Regulation:

Complete the Request Form

- Fill in the fields of the <u>MN Consent for Release of Information from Minnesota</u> <u>Statewide Database of Substantiated Abuse and Neglect</u> form as follows:
 - To be completed by the person giving consent/authorization:
 - *Name(s)* Enter your full name and any alternate names you have previously used
 - Date of birth Enter your DOB
 - SS# Enter your Social Security number
 - *Current address* Enter your street address
 - *City* Enter your city
 - *State* Enter your state
 - *Zip* Enter your zip code
 - *Minnesota address(es)* Enter your previous addresses in Minnesota within the last five years

The information will be released to:

- Name Enter "Khadijah Jackson"
- Agency Enter "Texas Health and Human Services CBCU"
- o Address Enter "P.O. Box 149030 Mail Code: 121-7"
- *City* Enter "Austin"
- *State* Enter "TX"
- *Zip* Enter "78714-9030"
- *Phone #* Enter "512-438-5090"
- Fax # Enter "512-406-0503"
- *This information will be used for* Enter the appropriate option based on your role:
 - "Foster/Adoptive Parent in Texas"
 - "Household Member in a Foster/Adoptive Home in Texas"
 - "Child Care Employment in Texas"
 - "Child Care Volunteer in Texas"
 - "Household Member in Child Care Home in Texas"
- Print out the request form and sign it in the presence of a notary
 Note: If the person is a minor, a parent or guardian's signature is required.
- Have the notary sign and seal the request form

Submit the Request to MN

- Write out a check or money order in the amount of \$20 made payable to: *Minnesota Department of Human Services*
- Send the request form and payment by mail to:
 Minnesota Department of Human Services, Office of Inspector General Background Studies Division
 P.O. Box 64172
 St. Paul, MN 55164-0172

Confirm Submission of Request to the CBCU

- Copy and paste the following text into an email with the *Subject* line "MN Abuse and Neglect History Request Submitted" and provide the following information: This message is to confirm that I have mailed the MN Abuse and Neglect History request form and payment to Minnesota:
 - Name:
 - SSN:
 - Date Mailed:
- Send the email confirming that the Minnesota request has been submitted by mail to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to Minnesota may result in your background check being closed due to non-compliance.

Minnesota sends the results to the CBCU by mail within several weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

Contact Information for Minnesota Abuse and Neglect History

Website: MN Background Studies

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Foster or Adoptive Parents and Household Members

Minnesota requires that the request be submitted by mail and charges a \$20 fee. Complete the request form and send it to Minnesota by mail.

Follow the steps below to request an Abuse and Neglect History Check from Minnesota for Texas Child Care Regulation:

Complete the Request Form

 Fill in the fields of the <u>MN Child Foster Care or Adoption Background Study</u> form as follows:

To be completed by the person giving consent/authorization:

- Name(s) Enter your full name and any alternate names you have previously used
- *Date of Birth* Enter your DOB
- Social Security Number Enter your SSN
- *Current Street Address* Enter your street address
- *City* Enter your city
- State Enter your state
- *Zip Code* Enter your zip code
- *Minnesota address(es)* Enter your previous addresses in Minnesota within the last five years

The information will be released to:

- Name Enter "Khadijah Jackson"
- Agency Enter "Texas Health and Human Services CBCU"
- o Street Address Enter "P.O. Box 149030 Mail Code: 121-7"
- *City* Enter "Austin"
- *State* Enter "TX"
- *Zip Code* Enter "78714-9030"
- *Phone #* Enter "512-438-5090"
- Fax # Enter "512-406-0503"
- This information will be used for Enter "Foster/Adoptive Home in Texas"
- Print out the request form and sign and date it
 Note: If the person is a minor, a parent or guardian's signature is required.

Submit the Request to MN

- Write out a check or money order in the amount of \$20 made payable to: Minnesota Department of Human Services
- Send the request form and payment by mail to:

Minnesota Department of Human Services, Office of Inspector General Background Studies Division P.O. Box 64172 St. Paul, MN 55164-0172

Confirm Submission of Request to the CBCU

 Copy and paste the following text into an email with the *Subject* line "MN Abuse and Neglect History Request Submitted" and provide the following information:

This message is to confirm that I have mailed the **MN Abuse and Neglect History** request form and payment to Minnesota:

- Name:
- SSN:
- Date Mailed:
- Send the email confirming that the Minnesota request has been submitted by mail to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to Minnesota may result in your background check being closed due to non-compliance.

Minnesota sends the results to the CBCU by mail within several weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

Contact Information for Minnesota Abuse and Neglect History

Website: MN Background Studies

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

MN – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

The CBCU does not require a separate Criminal History Check from Minnesota due to this state's participation in the National Fingerprint File (NFF).

The CBCU automatically closes these background checks in our system so no further action is required.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Mississippi

MS – ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Care Employees and Volunteers

Mississippi requires the CBCU to initiate the request for child care purposes through an online *DocuSign* process. Contact the CBCU to start the background check process.

Follow the steps below to request an Abuse and Neglect History Check from Mississippi for Texas Child Care Regulation:

Initiate Request – Contact the CBCU to initiate the request

- Create an email with the *Subject* line "Abuse and Neglect History Check Needed from Mississippi"
- Copy and paste the following text into the message and provide the following information:

A **MS Abuse and Neglect History Check** is needed for the following person:

- Name:
- o SSN:
- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Submit the Request to MS Online

- Check your Inbox for a message from Mississippi
- Click on the link provided in the email
 Warning: The link expires after 48 hours, so check your Inbox regularly for the message from Mississippi. If the link expires, contact the CBCU to initiate the request again.
- Fill in the fields of the request form with your personal identifying information
- Submit the request form electronically for processing

Confirm Submission of Request to the CBCU

- Copy and paste the following text into an email with the *Subject* line "MS Abuse and Neglect History Request Submitted" and provide the following information: This message is to confirm that I have submitted the MS Abuse and Neglect History request online using *DocuSign*:
 - Name:
 - o SSN:
 - Date Submitted:
- Send the email confirming that the Mississippi request has been submitted online to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to Mississippi may result in your background check being closed due to non-compliance.

Mississippi sends the results to the CBCU within a couple of weeks.

Contact Information for Mississippi Abuse and Neglect History

Website: Criminal History Checks - Mississippi State Department of Health (ms.gov)

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Foster or Adoptive Parents and Household Members

Mississippi requires the CBCU to initiate the request for foster and adoptive purposes through an online *DocuSign* process. Contact the CBCU to start the background check process.

Follow the steps below to initiate an Abuse and Neglect History Check from Mississippi for Texas Child Care Regulation:

Initiate Request – Contact the CBCU to initiate the request

- Create an email with the *Subject* line "Abuse and Neglect History Check Needed from Mississippi"
- Copy and paste the following text into the message and provide the following information:

A **MS Abuse and Neglect History Check** is needed for the following person:

- Name:
- o SSN:
- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Submit the Request to MS Online

- Check your Inbox for a message from Mississippi
- Click on the link provided in the email
 Warning: The link expires after 48 hours, so check your Inbox regularly for the message from Mississippi. If the link expires, contact the CBCU to initiate the request again.
- Fill in the fields of the request form with your personal identifying information
- Submit the request form electronically for processing

Confirm Submission of Request to the CBCU

 Copy and paste the following text into an email with the *Subject* line "MS Abuse and Neglect History Request Submitted" and provide the following information: This message is to confirm that I have submitted the **MS Abuse and Neglect History** request online using *DocuSign*:

- Name:
- o SSN:
- Date Submitted:
- Send the email confirming that the Mississippi request has been submitted online to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to Mississippi may result in your background check being closed due to non-compliance.

Mississippi sends the results to the CBCU by email within a couple of weeks.

Contact Information for Mississippi Abuse and Neglect History

Website: MS Child Abuse Central Registry

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

MS – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

Mississippi requires the submission of fingerprints to perform a Criminal History Check and charges a \$54.17 fee. Pay the fee in the Mississippi portal and submit it the request letter and your fingerprints to Mississippi by mail.

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Follow the steps below to request a Criminal History Check from Mississippi for Texas Child Care Regulation:

Initiate Request – Contact the CBCU to initiate the request

- Create an email with the *Subject* line "Criminal History Check Needed from Mississippi"
- Copy and paste the following text into the message and provide the following information:

A **MS Criminal History Check** is needed for the following person:

- Name:
- SSN:
- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Prepare Request and Fingerprints – After the CBCU sends you the request letter by email

- Print out the *MS Criminal History Request Letter*
- Schedule a fingerprinting appointment by either:
 - Contacting a local law enforcement agency and explaining that you need fingerprints to mail to LA for a Criminal History Check
 - Visiting the <u>IdentoGO Fingerprint Card</u> webpage and scheduling an appointment to get fingerprinted on two FD-258 cards
 Note: See Fingerprinting Process for Out-of-State Checks for details
- Fill in the fields on the *FD-258* fingerprint card as follows:
 - Enter your name and personal identifying information, including height, weight, and place of birth
 - *Signature of Person Fingerprinted* Enter your signature
 - Note: Your signature must be handwritten
 - Reason Fingerprinted Enter "TX Child Care Regulation"

Register Request and Pay Fee in MS Portal

- Go to the <u>MS Portal</u>
 - Select *Childcare Facility* from the dropdown menu and click the **Submit** button
 - Fill in the fields on the registration page as follows and enter the information exactly as described below:
 - Facility Code Enter "CH0104758" (Or copy and paste the code online)
 - *Amount* Enter "50.00"
 - Email- Enter your email address
 - *Phone* Enter your phone number as "(xxx) xxx-xxxx"
 - Note: You must enter parentheses around the area code, then a space, and a dash between the prefix and the last four digits or the system will not accept your phone number.
 - Click the **Submit** button
 - Click the **Submit** button
 - **Review** page:

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- Review your information on this page -If anything needs to be changed, select the **Back** button
- Click Continue to Payment
- **Payment Type** page:
 - Payment Type- Select "Credit/Debit Card" from the dropdown menu
 - Click the **Next** button
 - Customer Information page:
 - *First Name* Enter your first name
 - *Last Name* Enter your last name
 - Address Enter your street address
 Note: Your address MUST match the mailing address for your credit/debit card
 - *City* Enter your city
 - *State* Select your state from the dropdown menu
 - *Phone Number* Enter your phone number (This MUST match the city on the mailing address for your credit/debit card)
 - Click the **Next** button
- **Payment Information** page:

- Enter your credit/debit card information, expiration month and year, security card, and the name on the credit card
- Click **Next** to complete payment

Submit Request to MS

• Send the *MS Criminal History Request Letter* and fingerprint card by mail to:

Mississippi Department of Health Criminal History Record Check Unit ATTN: Julie Henderson 143B LeFleurs Square Jackson, MS 39211

Note: Mississippi recommends obtaining a tracking number when sending the request and fingerprint card by mail.

Confirm Submission of Request to the CBCU

- Copy and paste the following text into an email with the *Subject* line "MS Criminal History Request Submitted" and provide the following information: This message is to confirm that I have submitted the MS Criminal History request form and fingerprints to Mississippi by mail and paid the fee in the MS portal:
 - Name:
 - o SSN:
 - Date Mailed:
- Send the email confirming that the Mississippi request has been submitted by mail to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to Mississippi may result in your background check being closed due to non-compliance.

Mississippi sends the results to the CBCU within a couple of weeks.

If Mississippi sends results to you by mail, please forward the results to the CBCU by:

- Scanning and sending the results as an email attachment (preferred) with the Subject line "MS Criminal History Results" to: CBCUBackgroundChecks@hhs.texas.gov
- Faxing it and entering "MS Criminal History Results" on the cover sheet to: 512-406-0503

Contact Information for Mississippi Criminal History

Website: MS Portal

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Missouri

MO – ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Care Employees and Volunteers

Missouri requires the CBCU to submit the request for child care purposes. Contact the CBCU to start the background check process.

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Follow the steps below to request an Abuse and Neglect History Check from Missouri for Texas Child Care Regulation:

Initiate Request – Contact the CBCU to initiate the request

- Create an email with the *Subject* line "Abuse and Neglect History Check Needed from Missouri"
- Copy and paste the following text into the message and provide the following information:

A **MO Abuse and Neglect History Check** is needed for the following person:

- Name:
- o SSN:
- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Missouri sends the results to the CBCU by email within several weeks.

Contact Information for Missouri Abuse and Neglect History

Website: <u>www.dss.mo.gov</u>

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Foster or Adoptive Parents and Household Members

Missouri processes checks for foster and adoptive purposes through an online portal and charges a \$15.25 fee. Register in the Missouri portal and notify the CBCU by email to confirm registration.

Follow the steps below to request an Abuse and Neglect History Check from Missouri for Texas Child Care Regulation:

Register in the MO Portal

- Access the <u>MO Family Care Safety Registry</u> online portal
- Click on the Is A Person Registered tab
 - Social Security Number Enter your SSN
 - Confirm Social Security Number Enter your SSN again
 - *Enter Security Text* Enter the security numbers to the right of this field and click the **Search** button
- Refer to the message displayed in the online portal: Was your Social Security Number found in the database?
 - If Yes Go to the <u>Confirm Your Registration to the CBCU</u> section below
 - If **No**: Go to the bullet below
- Click on the **Continue** button
- *Employer Name* Enter "Texas Health and Human Services -CBCU"
 - Select the option for *TEXAS HEALTH AND HUMAN SERVICES -CBCU* when it displays
 - Click the **Search** button
- After the portal displays the **Employer Results**, select the checkbox next to *Texas Health and Human Services -CBCU* and click the **Continue** button
- Selection Criteria Registration Type(s) Select the checkbox for Voluntary Note: Do NOT select Adoptive Parent or Foster Parent/Family Member of Foster Parent as these are Out-of-State requests
- **Personal Information** Enter your:
 - o Last Name
 - o First Name
 - o Middle Name
 - *Suffix* Select an option from the suffix dropdown menu, if applicable

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- Click the Add Other Name button to enter any alternate names, maiden names, or aliases
- Date of Birth:
 - *Month* Enter your two-digit month of DOB
 - Day Enter your two-digit day of DOB
 - *Year* Enter your four-digit year of DOB
- *Gender* Select your gender from the dropdown menu

Contact Information:

- Street Address or PO Box Enter your mailing address
- *Zip Code* Enter your zip code
- *City* Enter your city of residence
- *State* Select your state of residence from the dropdown options
- *County* Enter your county of residence
- *Telephone* Enter your phone number
- *Registrant's Email* Enter your email address
- *Confirm Email* Enter your email address again
- Click the **Continue** button
- If the portal displays your address under Standard Address Results, select the checkbox next to your address and click the Save button
- Email Entered pop-up window Select the Yes button
- Registration Confirmation pop-up window Review your information to confirm everything is correct:
 - If **No** Click the **Edit** button to make any changes
 - If **Yes** Click the **Continue** button
- **Registration Agreement** pop-up window Click the **Agree** button
- Payment Information Enter your credit card information and click the Continue button to pay the \$15.25 fee

Note: Missouri requires payment by credit or debit card to register online. If you do not have a credit or debit card:

- Create an email with the *Subject* line "Abuse and Neglect History Paper Request Needed for Missouri"
- Include the following information in the message:

Name:

SSN:

I am not registered in the MO Family Care Safety Registry and I do not have a credit or debit card to register online. Please send me the paper form to register and pay by mail.

- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>
- Follow all other prompts in the portal to complete your registration

Confirm Your Registration to the CBCU

- Create a new email message with the *Subject* line "Abuse and Neglect History Check Needed for Missouri"
- Include the following information in the message:

Name: SSN:

I am registered in the MO Family Care Safety Registry. Please submit a background check request for me in the online portal.

Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have registered in the Missouri portal may result in your background check being closed due to non-compliance.

Missouri sends the results to the CBCU in the portal within a couple of weeks.

Contact Information for Missouri Abuse and Neglect History

Website: MO Department of Social Services

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

MO – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

The CBCU does not require a separate Criminal History Check from Missouri due to this state's participation in the National Fingerprint File (NFF).

The CBCU automatically closes these background checks in our system so no further action is required.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Montana

MT – ABUSE AND NEGLECT HISTORY CHECK

Montana has the same process for child care and foster and adoptive purposes and requires the CBCU to submit the request. Complete the request form and send it to the CBCU by email or fax.

Exceptions:

 Minors: Montana does not perform Abuse and Neglect History Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.

Follow the steps below to request an Abuse and Neglect History Check from Montana for Texas Child Care Regulation:

Complete the Request Form

- Fill in the fields of the <u>MT Release of Information for Protective Service</u> <u>Background Checks</u> form as follows:
 - **Note:** Montana rejects request forms if any of the fields are left blank.
 - Section A
 - *Name* Enter your first, middle, maiden, and last name. If you do not have a middle name, enter "NMN".
 - *Aliases/Other Names Used* Enter all alternate names you have used. If you have not used an alternate name, enter "N/A".
 - *Physical Address* Enter your address
 - *Mailing Address* Enter "same"
 - *Sex* Select the appropriate checkbox
 - *Date of Birth* Enter your DOB as mm/dd/yyyy
 - Social Security Number Enter your SSN. If you do not have an SSN, enter "N/A".
 - Driver's License # Enter your Driver's License #. If you do not have a Driver's License, enter "N/A".
 - *Phone* Enter your phone #
 - Section B List each city, county and state in which you have lived since the age of 18 and the approximate month and year you moved in and out of each residence. Attach an additional document, if needed.
 - **Section C** Select the appropriate checkbox based on your role:
 - A Child Placing Agency employee/volunteer If you are an employee or volunteer of a CPA
 - *Adoption/Guardianship Only* For foster/adoptive parents
 - A member of [name of foster or adoptive parent] who is applying to be licensed or approved – If you are a household member. Enter one of the foster or adoptive parent's names in the blank field.
 - Leave blank If you are a child care employee or volunteer
 - Section D
 - In the first blank field, enter "Texas HHS –CBCU"
 - Agency Name and Address Enter "Texas Health and Human Services –CBCU P.O. Box 149030 Mail Code: 121-7 Austin, TX 78714-9030"
- Print out the request form and sign and date it in the presence of a notary
- Have the notary sign and seal the request form

 If you are a child care employee or volunteer, write "Out-of-State Child Care" in Section C of the request form

Submit the Request to the CBCU

- Send the request form to the CBCU by either:
 - Scanning it and sending it as a PDF attachment by email (preferred) with the *Subject* line "Abuse and Neglect History Request for Montana" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>
 Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security
 -OR-
 - Faxing it and entering "Abuse and Neglect History Request for Montana" on the cover sheet to 512-406-0503

Montana sends the results to the CBCU by fax within a couple of weeks.

Contact Information for Montana Abuse and Neglect History

Website: MT Child Protective Services Background Check

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

MT – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

The CBCU does not require a separate Criminal History Check from Montana due to this state's participation in the National Fingerprint File (NFF).

The CBCU automatically closes these background checks in our system so no further action is required.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Nebraska

NE – ABUSE AND NEGLECT HISTORY CHECK

Nebraska has the same process for child care and foster and adoptive purposes through an online portal and charges a \$2.50 fee. Submit a request to Nebraska in the online portal.

Follow the steps below to request an Abuse and Neglect History Check from Nebraska for Texas Child Care Regulation:

Submit the Request in the NE Portal

- Access the <u>NE Abuse and Neglect Check for CBCU</u> portal online
- Fill in the fields of the request form in the portal as follows: (See the <u>Central Registry Applicant</u> webpage and the <u>Guide to Completing a</u> <u>Central Registry Background Check</u> for instructions)
 - Begin Check
 - Enter your email address and create a four digit PIN
 - Nebraska will send you an email with your Request Number
 - Enter Information
 - Enter your personal identifying information, address and phone #, other names you have used, names and birthdates of your children, and previous cities in which you have resided

- Select the checkbox for *Child Abuse and Neglect Central Registry*
- Click the **Submit** button
- Verification Method Select Online Verification
 Note: If you do not select Online Verification or the portal is unable to verify your identity online, you must do the following:
 - Print the *Notary Form* provided in the portal
 - Sign the *Notary Form* in the presence of a notary and have the notary sign and seal the form
 - Scan the *Notary Form* and upload it into the portal using your *Request Number* and PIN
- Payment Enter your credit/debit card or electronic check information to pay the \$2.50 fee
- You can check the status of the request using your Request Number and PIN

Confirm Submission of Request to the CBCU

• Copy and paste the following text into an email with the *Subject* line "NE Abuse and Neglect History Request Submitted" and provide the following information:

This message is to confirm that I have submitted the **NE Abuse and Neglect History** request in the NE portal:

- Name:
- o SSN:
- Date Submitted:
- Send the email confirming that the Nebraska request has been submitted online to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to Nebraska may result in your background check being closed due to non-compliance.

Nebraska provides the results to the CBCU in the portal within a couple of weeks. The results are also available to you in the portal.

Contact Information for Nebraska Abuse and Neglect History

Website: <u>NE Abuse and Neglect Central Registry</u>

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

NE – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

Nebraska processes name-based Criminal History Checks through an online portal and charges a \$15.50 fee. Submit a request to Nebraska in the online portal.

Follow the steps below to request a Criminal History Check from Nebraska for Texas Child Care Regulation:

Submit the Request in the NE Portal

- Access the <u>Nebraska Criminal History Reports</u> portal online
- Fill in the fields of the request form as follows
 - Complete The Following Information About Yourself (This page refers to the requesting agency where the results are to be sent)
 - Contact Person Enter "Corinna Reyna"
 - Organization Name Enter "Texas Health and Human Services CBCU"
 - *Address Line 1* Enter "P.O. Box 149030"
 - Address Line 2 Enter "Mail Code: 121-7"
 - *City* Enter "Austin"

- *State/Province* Select "Texas"
- *Zip* Enter "78714"
- Email Address Enter "CBCUBackgroundChecks@hhs.texas.gov"
- Verify Email Address Enter
 <u>CBCUBackgroundChecks@hhs.texas.gov</u>"
- Client Memo Enter "Texas Child Care"
- Person of Interest Information

(This page refers to you)

- *First Name* Enter your legal first name
- *Middle Name or Initial* Enter your middle name or initial. If no middle name, leave blank.
- *Last Name* Enter your legal last name without any hyphens. If your last name is hyphenated, enter a space between the names.
- Maiden Name/Aliases Enter any maiden name or alternate names you have used
- Suffix Select the appropriate suffix for your name, if applicable
- Social Security # Enter your SSN without dashes
- Date of Birth Enter your DOB as mm/dd/yyyy
- Gender Select your gender from the dropdown menu
- *Race* Select your race from the dropdown menu
- *Place of Residence* Select your current state of residence
- *Place of Birth* Select the U.S. state, Canadian territory, or country in which you were born
- Nebraska Driver License # Enter your Nebraska driver's license #, if applicable. If you do not have a Nebraska driver's license, leave blank.

• Request Type

- Select the radio button for *Public information criminal history*
- Click the Save Person to Order button in the bottom-right corner
- The portal will take you to a new Person of Interest Information page. Select the Continue With Order button in the bottom-right corner
- Review the **Verify Your Information** page and click the **Edit** button if any changes needed
- Select the **I Agree/Proceed to Payment** button in the bottomright corner
- Payment Information
 - In the **Billing Information** section:

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- > Select the Clear Billing Information button and
- Enter the billing information connected to the credit card you are using for payment
- Account Information
 - > *Card Number* Enter your credit card number
 - CVV Number Enter the 3 digit # on the back of the credit card
 - > *Expiration Date* Select the month and year
- Select Verify Information
- Save your Receipt Number as it will be required to access the results

Confirm Submission of Request to the CBCU

 Copy and paste the following text into an email with the *Subject* line "NE Criminal History Request Submitted" and provide the following information:

This message is to confirm that I have submitted the **NE Criminal History** request in the NE portal:

- Name:
- o SSN:
- Date Submitted:
- Send the email confirming that the Nebraska request has been submitted online to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to Nebraska may result in your background check being closed due to non-compliance.

Nebraska sends the results to the CBCU within a couple of weeks.

Contact Information for Nebraska Criminal History

Website: <u>NE Criminal History Requests</u>

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Nevada

NV – ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Care Employees and Volunteers

Nevada requires the CBCU to submit the request for child care purposes. Complete the request form and send it to the CBCU by email or fax.

Follow the steps below to request an Abuse and Neglect History Check from Nevada for Texas Child Care Regulation:

Complete the Request Form and Make Copy of ID

- Save the <u>NV Employer Request for Child Abuse & Neglect Central Registry</u> <u>Information</u> form as a PDF to your computer to enable the <u>Fill & Sign</u> feature
- Open the request form from your computer and use the <u>Fill & Sign</u> feature or print out the request form – and fill in the fields as follows (use print):
 - **Part I. Employer Requesting Information** Leave blank

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Note: Do not list the child care operation as **Employer**

• Part II. Identifying Information

- *Name (Adult #1)* Enter your full name
- *Date of Birth* Enter your DOB as mm/dd/yyy
- Social Security Number Enter your SSN. If you do not have an SSN, enter "N/A"
- Alias/Maiden name(s) used Enter all alternate names you have used. If you have no alternate names, enter "N/A".
- *Gender/Sex* Select your gender
- *Email* Enter your email address
- *Address* Enter your mailing address
- *Name (Adult #1)* Enter "N/A"

• Children in family or home

- Name Enter the name for each child in your family or home
- Any other name(s) used Enter any alternate names used by each child
- > Date of Birth Enter the DOB for each child
- Social Security Number Enter the SSN for each child (If SSN unknown, enter "unknown")

• Part III. Authorization to Release Information

- (Name of employer/agency) Enter "Texas Health and Human Services –CBCU"
- Select the checkbox for *Email* next to *Adult #1* (regarding the preferred method of receiving OSAN records if history is found)
- Print out the request form and sign date **Part IV** of the form on the *Client Signature 1* line

Note: Your signature must be handwritten

 Make a copy or take a photo of your driver's license, state-issued identification, or Passport

Submit the Request to the CBCU

- Send the request form and copy of your photo ID to the CBCU by either:
 - Scanning them and sending them as PDF attachments by email (preferred) with the *Subject* line "Abuse and Neglect History Request for Nevada" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

- -OR-
- Faxing them and entering "Abuse and Neglect History Request for Nevada" on the cover sheet to 512-406-0503

Nevada sends the results to the CBCU by email within a couple of weeks.

Contact Information for Nevada Abuse and Neglect History

Website: <u>NV Central Registry</u>

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Foster or Adoptive Parents and Household Members

Nevada requires the CBCU to submit the request for foster and adoptive purposes. Complete the request form and send it to the CBCU by email or fax.

Follow the steps below to request an Abuse and Neglect History Check from Nevada for Texas Child Care Regulation:

Complete the Request Form

- Save the <u>NV Request for Child Abuse & Neglect Screening</u> form as a PDF to your computer to enable the <u>Fill & Sign</u> feature
- Open the request form from your computer and use the <u>Fill & Sign</u> feature or print out the request form – and fill in the fields as follows (use print):

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Note: You can list two people in your home for whom background checks are needed on the request form.

- **Requestor Information** Leave blank
- Persons subject of background check (Include all household members over the age of 18)
 - Name Enter your full name
 - Alias/Maiden name(s) used Enter all alternate names you have used. If you have no alternate names, enter "N/A".
 - *Date of Birth* Enter your DOB as mm/dd/yyyy
 - *Social Security Number* Enter your SSN. If you do not have an SSN, enter "N/A".
 - Name Enter the second person's full name. If no second person, enter "N/A".
 - *Date of Birth* Enter the second person's DOB as mm/dd/yyyy
 - *Alias/Maiden name(s) used* Enter the second person's alternate names. If no alternate name listed in CLASS, enter "N/A".
 - Social Security Number Enter the person's SSN
- **Children in family or home** (Attach an additional page if more space is needed)
 - *Name* Enter the full name for each child in your family or home
 - Any other name(s) used Enter any alternate names used by each child
 - *Date of Birth* Enter the DOB for each child
 - Social Security Number Enter the SSN for each child (If SSN unknown, enter "unknown")

Submit the Request to the CBCU

- Send the request form to the CBCU by either:
 - Scanning it and sending it as a PDF attachment by email (preferred) with the *Subject* line "Abuse and Neglect History Request for Nevada" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "Abuse and Neglect History Request for Nevada" on the cover sheet to 512-406-0503

Nevada sends the results to the CBCU by email within a couple of weeks.

Contact Information for Nevada Abuse and Neglect History

Website: <u>NV Central Registry</u>

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

NV – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

Nevada requires the submission of fingerprints to perform a Criminal History Check and charges a \$27 fee. Complete the request form and submit it with your fingerprints and payment to Nevada by mail.

Follow the steps below to request a Criminal History Check from Nevada for Texas Child Care Regulation:

Complete the Request Form

- Fill in the fields of the <u>Request for Nevada Criminal History</u> form as follows:
 - *First Name* Enter your first name
 - *Middle Name* Enter your middle name
 - Last Name Enter your last name
 - *Mailing Address* Enter your mailing address
 - *Contact Phone* Enter your phone #
 - *Contact Email* Enter your email address
 - *Date of Birth* Enter your DOB as mm/dd/yyyy

- *Respond to* Enter "Texas Health and Human Services –CBCU"
 Note: Do not list the child care operation in this section
- Mailing Address Enter:
 "P.O. Box 149030 Mail Code: 121-7 ATTN: CReyna Austin, TX 78714-9030"
- Please indicate reason for request Enter "Texas Child Care"
- Print out the request form and sign and date it
 Note: Your signature must be handwritten

Prepare Fingerprints and Payment

- Schedule a fingerprinting appointment by either:
 - Contacting a local law enforcement agency and explaining that you need fingerprints to mail to LA for a Criminal History Check
 - Visiting the <u>IdentoGO Fingerprint Card</u> webpage and scheduling an appointment to get fingerprinted on two FD-258 cards
 Note: See Fingerprinting Process for Out-of-State Checks for details
- Fill in the fields on the *FD-258* fingerprint card as follows:
 - Enter your name and personal identifying information, including height, weight, and place of birth
 - Signature of Person Fingerprinted Enter your signature
 Note: Your signature must be handwritten
 - Reason Fingerprinted Enter "TX Child Care Regulation"
- Purchase a money order in the amount of \$27 made payable to: Nevada Department of Public Safety

Submit Request to NV

• Staple the request form, fingerprint card, and money order together and send them by mail to:

Department of Public Safety Records, Communications and Compliance Division 333 West Nye Lane, Suite 100 Carson City, NV 89706

Confirm Submission of Request to the CBCU

 Copy and paste the following text into an email with the *Subject* line "NV Criminal History Request Submitted" and provide the following information:

This message is to confirm that I have mailed the request form, fingerprint card, and payment to Nevada for the **NV Criminal History Check**:

- Name:
- o SSN:
- Date Mailed:
- Send the email confirming that the Nevada request has been submitted by mail to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to Nevada may result in your background check being closed due to non-compliance.

Nevada sends the results to the CBCU by mail within 45 days. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

Contact Information for Nevada Criminal History

Website: Nevada Department of Public Safety

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

New Hampshire

NH – ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Care Employees and Volunteers

New Hampshire requires the request form to be submitted by mail. Complete the request form and submit it to New Hampshire by mail.

Follow the steps below to request an Abuse and Neglect History Check from New Hampshire for Texas Child Care Regulation:

Complete the Request Form

- Save the <u>NH Child Abuse and Neglect Central Registry Name Search</u> <u>Authorization for Child Care</u> form to your computer
- Open the request form from your computer and use the <u>Fill & Sign</u> feature or print out the request form – and fill in the fields as follows (use print):
 - Current Full Legal Name Enter your first, middle, and last name
 - Other Names (Aliases) I Have Used, Including Maiden Name Enter all alternate names you have ever used
 - *Date of Birth* Enter your DOB as mm/dd/yyyy
 - Telephone Number Enter your phone #
 - *Current Mailing Address* Enter your address
 - *Name of Child Care Employer* Enter the name of the child care operation
 - *Resource Number* Leave blank
 - Address of Child Care Employer Enter the address of the child care operation

- **Purpose of Check** Select the checkbox based for *Another State's Lead Agency*
 - Agency Name Enter "Texas Health and Human Services -CBCU"
 - Number and Street Name Enter "P.O. Box 149030 Mail Code: 121-7"
 - *City or Town* Enter "Austin"
 - *State* Enter "TX"
 - *Zip Code* Enter "78714-9030"
- Sign the request form in the presence of a notary
 Note: If this request is for a person under the age of 18, a parent or guardian must also sign the request form in the presence of a notary.
- Have the notary sign and seal the request form

Submit the Request to NH

- Address a stamped envelope to:
 Texas Health and Human Services –CBCU
 P.O. Box 149030 Mail Code: 121-7 ATTN: CReyna
 Austin, TX 78714-9030
- Send the request form and the Texas-addressed envelope by mail to:

Bureau of Child Development and Head Start Collaboration Division of Economic and Housing Stability 129 Pleasant Street Concord, NH 03301

Confirm Submission of Request to the CBCU

- Copy and paste the following text into an email with the *Subject* line "NH Abuse and Neglect History Request Submitted" and provide the following information: This message is to confirm that I have mailed the NH Abuse and Neglect History request form and Texas-addressed envelope to New Hampshire:
 - Name:
 - o SSN:
 - Date Mailed:

 Send the email confirming that the New Hampshire request has been submitted by mail to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to New Hampshire may result in your background check being closed due to non-compliance.

New Hampshire sends the results to the CBCU by mail within several weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

Contact Information for New Hampshire Abuse and Neglect History

Website: Background Checks for Child Care Personnel | New Hampshire Department of Health and Human Services (nh.gov)

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Foster or Adoptive Parents and Household Members

New Hampshire requires the request form to be submitted by mail. Complete the request form and submit it to New Hampshire by mail.

Follow the steps below to request an Abuse and Neglect History Check from New Hampshire for Texas Child Care Regulation:

Complete the Request Form

- Save the <u>NH Child Abuse and Neglect Central Registry Name Search</u> <u>Authorization for Foster and Adoption</u> form to your computer
- Open the request form from your computer and use the <u>Fill & Sign</u> feature or print out the request form – and fill in the fields as follows (use print):
 - *Current Full Legal Name* Enter your first, middle, and last name
 - Other Names (Aliases) I Have Used, Including Maiden Name Enter all alternate names you have ever used
 - *Date of Birth* Enter your DOB as mm/dd/yyyy
 - *Telephone Number* Enter your phone #
 - *Current Mailing Address* Enter your address
 - **Purpose of Check** Select the appropriate checkbox based on your role:
 - *Foster Care/Adoption* For foster/adoptive parents, household members, and frequent and regular visitors
 - *Child-Placing Agency Staff* For CPA staff and volunteers
 - Name and Address of Person and Agency to Receive Results:
 - Agency Name Enter "Texas Health and Human Services -CBCU"
 - Number and Street Name Enter "P.O. Box 149030 Mail Code: 121-7"
 - *City or Town* Enter "Austin"
 - *State* Enter "TX"
 - *Zip Code* Enter "78714-9030"
- Sign the request form in the presence of a notary
 Note: If this request is for a person under the age of 18, a parent or guardian must also sign the request form in the presence of a notary.
- Have the notary sign and seal the request form
- Sign the request form in the presence of a notary
 Note: If this request is for a person under the age of 18, a parent or guardian must also sign the request form in the presence of a notary.
- Have the notary sign and seal the request form

Submit the Request to NH

Address a stamped envelope to:

Texas Health and Human Services –CBCU P.O. Box 149030 Mail Code: 121-7 ATTN: CReyna Austin, TX 78714-9030

Send the request form and the Texas-addressed envelope by mail to:
 Division for Children, Youth and Families
 DCYF Central Registry, Thayer Building
 129 Pleasant Street
 Concord, NH 03301

Confirm Submission of Request to the CBCU

- Copy and paste the following text into an email with the *Subject* line "NH Abuse and Neglect History Request Submitted" and provide the following information: This message is to confirm that I have mailed the NH Abuse and Neglect History request form and Texas-addressed envelope to New Hampshire:
 - Name:
 - SSN:
 - Date Mailed:
- Send the email confirming that the New Hampshire request has been submitted by mail to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to New Hampshire may result in your background check being closed due to non-compliance.

New Hampshire sends the results to the CBCU by mail within several weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

Contact Information for New Hampshire Abuse and Neglect History

Website: <u>Central Registry | New Hampshire Department of Health and Human Services</u> (nh.gov)

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

NH – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

New Hampshire processes name-based Criminal History Checks and charges a \$25 fee. Contact the CBCU to start the background check process.

Follow the steps below to request a Criminal History Check from New Hampshire for Texas Child Care Regulation:

Initiate Request – Contact the CBCU to initiate the request

- Create an email with the *Subject* line "Criminal History Check Needed from New Hampshire"
- Copy and paste the following text into the message and provide the following information:

A **NH Criminal History Check** is needed for the following person:

- Name:
- SSN:
- Hair Color:
- Eye Color:
- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Complete the Request Form – After the CBCU sends you the form by email

- Print out the NH Criminal Record Release Authorization Form
- Sign and date the request form on the *Your Signature* line in **Section I**

- Sign and date the request form on the *Your Signature* line in **Section II** in the presence of a notary
- Have the notary sign and seal the request form in Section II

Submit the Request to NH

- Write a check or money order in the amount of \$25 made payable to: State of NH – Criminal Records
- Address an envelope to:

Texas Health and Human Services –CBCU P.O. Box 149030 Mail Code: 121-7 ATTN: CReyna Austin, TX 78714-9030

Send the request form, payment, and Texas-addressed envelope by mail to:
 State of New Hampshire – Criminal Records Unit
 33 Hazen Drive
 Concord, NH 03305

Confirm Submission of Request to the CBCU

- Copy and paste the following text into an email with the *Subject* line "NH Criminal History Request Submitted" and provide the following information: This message is to confirm that I have mailed the NH Criminal History request form, payment, and Texas-addressed envelope to New Hampshire:
 - Name:
 - SSN:
 - Date Mailed:
- Send the email confirming that the New Hampshire request has been submitted by mail to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to New Hampshire may result in your background check being closed due to non-compliance.
New Hampshire sends the results to the CBCU by mail within a couple of weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

Contact Information for New Hampshire Criminal History

Website: NH Criminal Records Unit FAQs

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

New Jersey

NJ – ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Care Employees and Volunteers

New Jersey processes Abuse and Neglect History checks through an online portal and does not charge a fee. Submit a request to New Jersey in the portal.

Exceptions:

CPA Employees and Volunteers: New Jersey does not perform Abuse and Neglect History Checks for employees and volunteers of a Child Placing Agency (CPA). If the person is a CPA employee or volunteer, no further action is required for this check.

Follow the steps below to request an Abuse and Neglect History Check from New Jersey for Texas Child Care Regulation:

Submit the Request in the NJ Portal

- Access the <u>New Jersey Child Abuse Record Information (CARI)</u> portal online
- Select the *Get Started* button in the box titled **Out of State CARI Check**
- Fill in the fields of the request as follows:

Requesting Agency Name and Information

- Requesting Agency Name Enter "Texas Health & Human Services CBCU"
 - **Note:** Do not list the child care operation as the *Requesting Agency*
- Staff Name Enter "Corinna Reyna"
- Agency Email Enter "CBCUBackgroundChecks@hhs.texas.gov"
- Contact Phone Number Enter "512-438-5262"
- Address 1 Enter "P.O. Box 149030"
- Address 2 Enter "Mail Code 121-7"
- City Enter "Austin"
- State Enter "Texas"
- *Zip* Enter "78714"
- Are you a governmental agency? Select the No radio button

Application Specifics

- *Please check whether you are* Select the appropriate radio button based on your role at the operation. If you are a:
 - > Paid staff member at a child care facility Select *Employee*
 - > Volunteer at a child care facility or visitor at a foster/adoptive home
 - Select *Other* and
 - > In the Explanation field enter "Child Care Volunteer"
- *Please check guidelines for request* Select *Child Care and Development Block Grant Act*

Note: You do not need to attach the related law or statute

Your Information

- First Name Enter your legal first name
- *Middle Initial/Name* Enter your middle name or middle initial. If no middle name, leave blank.
- *Last Name* Enter your legal last name
- Select the **Add Alias** button if you have ever used a different last name or nickname.

- > The **Add an Alias or Previous Name** pop-up window will appear.
- > Enter each alternate name separately and click the **Add** button.
- Repeat this action until you have entered all previous names and nicknames.
- *Date of last name change* Select the date you last changed your name. If no name changes, leave blank.
- Country Leave as "United States"
- *Home Address* Enter your current street address
- *City* Enter your current city of residence
- *State* Enter your current state
- *Zip* Enter your zip code
- *Date of Birth* Click on the button in this field and use the calendar to enter your DOB
- *Phone Number* Enter your phone #
- *Email* Enter your personal email address. (Do not list the email address for the child care operation).
- *Gender* Use the arrow to select your gender
- *Social Security Number* Enter your SSN. If you do not have an SSN, leave blank.

Child Info – Select the appropriate option based on whether you have children:

- If No Select the checkbox stating *If you have no children, check the box here and continue to the next page*
- If Yes
 - > Select the **Add Child** button
 - An Add a Child pop-up window will appear. Enter the full name and DOB for each child and select the Add button
 - > Repeat this action until you have entered all of your children

Previous Addresses – Enter each previous address <u>in New Jersey</u> starting from 1/1/1980 or your date of birth (if born after 1980) and the approximate dates of residence at each address. You **must** enter all previous New Jersey addresses in order for your background to be processed.

- Select the Add Previous Address button
- An **Add a Previous Address** pop-up window will appear.
- Enter each previous address and the approximate dates you moved in and out and select the **Add** button. If you don't remember the exact address, simply enter the city and county in New Jersey.
- Repeat this action until you have entered all previous addresses

Confirm Submission of Request to the CBCU

- Copy and paste the following text into an email with the *Subject* line "NJ Abuse and Neglect History Request Submitted" and provide the following information: This message is to confirm that I have submitted the NJ Abuse and Neglect History request in the NJ portal:
 - Name:
 - o SSN:
 - Date Submitted:
- Send the email confirming that the New Jersey request has been submitted online to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to New Jersey may result in your background check being closed due to non-compliance.

New Jersey sends the results to the CBCU by email within 45 days.

Contact Information for New Jersey Abuse and Neglect History

Website: <u>NJ Child Abuse Record Information</u> If you have any issues using the portal, contact New Jersey at 609-586-2600

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Foster or Adoptive Parents and Household Members

New Jersey processes Abuse and Neglect History checks through an online portal and does not charge a fee. Submit a request to New Jersey in the portal.

Exceptions:

Visitors of a Foster/Adoptive Home: Visitors submit a request by following the instructions in the <u>Day Care or Residential Care Employees and Volunteers</u> section and selecting the option for "Child Care Volunteer".

Follow the steps below to request an Abuse and Neglect History Check from New Jersey for Texas Child Care Regulation:

Submit the Request in the NJ Portal

- Access the <u>New Jersey Child Abuse Record Information (CARI)</u> portal online
- Select the Get Started button in the box titled Out of State CARI Check
- Fill in the fields of the request as follows:

Requesting Agency Name and Information

 Requesting Agency Name – Enter "Texas Health & Human Services –CBCU"

Note: Do not list the Child Placing Agency as the *Requesting Agency*

- Staff Name Enter "Corinna Reyna"
- Agency Email Enter "CBCUBackgroundChecks@hhs.texas.gov"
- Contact Phone Number Enter "512-438-5262"
- Address 1 Enter "P.O. Box 149030"
- Address 2 Enter "Mail Code 121-7"
- City Enter "Austin"
- State Enter "Texas"
- *Zip* Enter "78714"
- Are you a governmental agency? Select the No radio button

Application Specifics

• *Please check whether you are* – Select the appropriate radio button based on your role in the foster/adoptive home

Please check guidelines for request – Select Adam Walsh Child
 Protection and Safety Act of 2006

Note: You do not need to attach the related law or statute

Your Information

- *First Name* Enter your legal first name
- *Middle Initial/Name* Enter your middle name or middle initial. If no middle name, leave blank.
- Last Name Enter your legal last name
- Select the **Add Alias** button if you have ever used a different last name or nickname.
 - The Add an Alias or Previous Name pop-up window will appear.
 - Enter each alternate name separately and click the Add button.
 - Repeat this action until you have entered all previous names and nicknames.
- *Date of last name change* Select the date you last changed your name. If no name changes, leave blank.
- Country Leave as "United States"
- *Home Address* Enter your current street address
- City Enter your current city of residence
- *State* Enter your current state
- *Zip* Enter your zip code
- *Date of Birth* Click on the button in this field and use the calendar to enter your DOB
- *Phone Number* Enter your phone #
- *Email* Enter your personal email address. (Do not list the email address for the child care operation).
- *Gender* Use the arrow to select your gender
- *Social Security Number* Enter your SSN. If you do not have an SSN, leave blank.

Child Info – Select the appropriate option based on whether you have children:

- If No Select the checkbox stating *If you have no children, check the box here and continue to the next page*
- If Yes
 - Select the Add Child button

- An Add a Child pop-up window will appear. Enter the full name and DOB for each child and select the Add button
- > Repeat this action until you have entered all of your children

Previous Addresses – Enter each previous address <u>in New Jersey</u> starting from 1/1/1980 or your date of birth (if born after 1980) and the approximate dates of residence at each address. You **must** enter all previous New Jersey addresses in order for your background to be processed.

- Select the Add Previous Address button
- An Add a Previous Address pop-up window will appear.
- Enter each previous address and the approximate dates you moved in and out and select the **Add** button. If you don't remember the exact address, simply enter the city and county in New Jersey.
- Repeat this action until you have entered all previous addresses

Confirm Submission of Request to the CBCU

- Copy and paste the following text into an email with the *Subject* line "NJ Abuse and Neglect History Request Submitted" and provide the following information: This message is to confirm that I have submitted the NJ Abuse and Neglect History request in the NJ portal:
 - Name:
 - o SSN:
 - Date Submitted:
- Send the email confirming that the New Jersey request has been submitted online to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to New Jersey may result in your background check being closed due to non-compliance.

New Jersey sends the results to the CBCU by email within 45 days.

Contact Information for New Jersey Abuse and Neglect History

Website: <u>NJ Child Abuse Record Information</u> If you have any issues using the portal, contact New Jersey at 609-586-2600

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

NJ – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

The CBCU does not require a separate Criminal History Check from New Jersey due to this state's participation in the National Fingerprint File (NFF).

The CBCU automatically closes these background checks in our system so no further action is required.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

New Mexico

NM – ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Care Employees and Volunteers

New Mexico requires the CBCU to submit the request for child care purposes. Complete the request form and send it to the CBCU by email or fax.

Exceptions:

 Minors: New Mexico does not perform Abuse and Neglect History Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.

Follow the steps below to request an Abuse and Neglect History Check from New Mexico for Texas Child Care Regulation:

Complete the Request Form

- Save the <u>NM Abuse and Neglect Authorization for Child Care</u> form as a PDF to your computer to enable the <u>Fill & Sign</u> feature
- Open the request form from your computer and use the <u>Fill & Sign</u> feature or print out the request form – and fill in the fields as follows (use print):
 - On the top two lines Enter your full name, maiden name, and all alternate names you have ever used.
 Note: If you do not have a middle name, you must enter "NMN" or New Mexico will reject the request.
 - Social Security Number Enter your SSN
 - Date of Birth Enter your DOB
 - *Place of Birth* Enter your city, state, and country of birth
 - *Current physical address* Enter your address
 - *Mailing Address* Enter the appropriate option from below:
 - If you live in Texas Enter "Same"
 - If you live in New Mexico Enter "Works in Texas"
 - *Phone number* Enter the person's phone number

- Current and Previous Spouses/Significant Others Enter the full names, dates of birth, and Social Security numbers (if known) of all current and previous spouses and partners
- Birth, adoptive, foster, step or other children who have ever lived in your home – Enter the names and dates of birth of all children who have lived with you
- Print out the request form and sign and date it
 Note: Your signature MUST be handwritten

Submit the Request to the CBCU

- Send the request form to the CBCU by either:
 - Scanning it and sending it as a PDF attachment by email (preferred) with the *Subject* line "Abuse and Neglect History Request for New Mexico" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "Abuse and Neglect History Request for New Mexico" on the cover sheet to 512-406-0503

New Mexico sends the results to the CBCU by email within a couple of weeks.

Contact Information for New Mexico Abuse and Neglect History

Website: NM Child Care Licensing and Registered Homes

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Foster or Adoptive Parents and Household Members

New Mexico requires the CBCU to submit the request. Complete the request form and send it to the CBCU by email or fax.

Exceptions:

✤ Minors: New Mexico does not perform Abuse and Neglect History Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.

Follow the steps below to request an Abuse and Neglect History Check from New Mexico for Texas Child Care Regulation:

Complete the Request Form

• Fill in the fields of the <u>NM Abuse and Neglect Form for Foster and Adoption</u> electronically as follows:

Note: Your entries must be typed. Do **NOT** leave any fields blank or New Mexico will reject the request.

- Section 1 Permission to provide the results to:
 - Agency Name Enter "TX Health and Human Services CBCU"
 - Contact Name Enter "Corinna Reyna"
 - Ph. Number Enter "512-438-5262"
 - Mailing Address Enter "P.O. Box 149030 Mail Code: 121-7"
 - *City* Enter "Austin"
 - *State* Enter "TX"
 - *Zip* Enter "78714"
 - E-mail Enter "CBCUBackgroundChecks@hhs.texas.gov"

• Section 2 – Applicant Information:

- Enter your personal identifying information, current address, and place of birth
- *Current Spouse/Significant Other* Enter the full name, date of birth, and Social Security number of your current partner. If you do not have a current partner, enter "N/A" in the name field.
- Previous Spouse/Significant Other Enter the full name, date of birth (if known), and Social Security number (if known) of your

previous partners. If you do not have any previous partners, enter "N/A" in the name field.

- Section 3 Children:
 - Enter the full name and date of birth of every child who has lived in your home. Add a separate piece of paper to list additional children, if needed, and sign this paper. If no children have lived in your home, enter "N/A" in the first name field only.
- Section 4 Residence History:
 - Enter all previous addresses in which you have lived within the last five years. You MUST include your previous New Mexico address. Add a separate piece of paper to list additional addresses, if needed, and sign this paper.
 - Enter the approximate year range in which you lived at each address. For example: "2014-2016"

Submit the Request to the CBCU

- Send the completed request form and any additional pages (if needed) to the CBCU by either:
 - Scanning it and sending it as a PDF attachment by email (preferred) with the *Subject* line "Abuse and Neglect History Request for New Mexico" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "Abuse and Neglect History Request for New Mexico" on the cover sheet to 512-406-0503

New Mexico sends the results to the CBCU by email within a couple of weeks.

Contact Information for New Mexico Abuse and Neglect History

Website: Out-of-State Adam Walsh Abuse & Neglect Check

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

NM – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

New Mexico processes name-based Criminal History Checks and charges a \$15 fee. Complete the request form and submit it with payment to New Mexico by mail.

Follow the steps below to request a Criminal History Check from New Mexico for Texas Child Care Regulation:

Complete the Request Form

- Save the <u>NM Authorization for Release of Information Form</u> to your computer to enable the <u>Fill & Sign</u> feature
- Open the request form from your computer and use the <u>Fill & Sign</u> feature or print out the request form – and fill in the fields as follows (use print):
 - On the first line Enter your full name, Social Security Number, and date of birth (as mm/dd/yyyy)
 - *Alias' Name* Enter any alternate names you have used
 - On the second line Enter "Texas Health and Human Services –CBCU ATTN: Corinna Reyna"
 - **Note:** Do not list the child care operation
 - Address Enter "P.O. Box 149030 Mail Code: 121-7 ATTN: CReyna Austin, TX 78714-9030"
- Print out the request form and sign and date it in the presence of a notary
- Have the notary sign and stamp the request form

Submit the Request to NM

 Purchase a money order or cashier's check in the amount of \$15 made payable to: *Department of Public Safety*

Note: Please fill out the money order completely or New Mexico will reject your request. (See <u>How to Fill Out a Money Order Step-by-Step</u> for instructions)

Send the request form and payment by mail to:

Department of Public Safety P.O. Box 1628 Santa Fe, NM 87504-1628 ATTN: Records

Confirm Submission of Request to the CBCU

- Copy and paste the following text into an email with the *Subject* line "NM Criminal History Request Submitted" and provide the following information: This message is to confirm that I have mailed the request form and payment to New Mexico for the NM Criminal History Check:
 - Name:
 - SSN:
 - Date Mailed:
- Send the email confirming that the New Mexico request has been submitted by mail to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to New Mexico may result in your background check being closed due to non-compliance.

New Mexico sends the results to the CBCU Inspector by mail within a couple of weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

Contact Information for New Mexico Criminal History

Website: New Mexico Department of Public Safety

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

New York

NY – ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Care Employees and Volunteers

New York requires the request form to be submitted by mail. Complete the request form and send it to New York by mail.

Exceptions:

✤ Minors: New York does not perform Abuse and Neglect History Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.

Follow the steps below to request an Abuse and Neglect History Check from New York for Texas Child Care Regulation:

Complete the Request Form

- Fill in the fields of the <u>NY Authorization for Release of Information for Child Care</u> request form as follows:
 - In the first blank field Enter your full name
 - Agency Enter "Texas Health and Human Services –CBCU"
 Note: Do not list the child care operation as Agency
 - Mailing address for agency Enter: "P.O. Box 149030
 Mail Code: 121-7 ATTN: CReyna Austin, TX 78714-9030"
 - Agency phone number and email address Enter "512-438-5262 CBCUBackgroundChecks@hhs.texas.gov"

I. Prospective Child Care Provider (Applicant)

- Enter your personal identifying information
- Enter your maiden name and all alternate names you have previously used. If no maiden or alternate names, enter "N/A".
- Enter your current address, today's date, and the approximate date you moved into this residence
- Enter your previous addresses for the last five years and the approximate dates you moved in and out of each residence
 Note: You must list your previous New York address or New York will reject your request

II. Applicant's Spouse, Children, and Other Household Members

- Enter the name, date of birth, and sex of your spouse, children and other household members
- Print out the request form and sign it in the presence of a notary
- Have the notary sign and seal the request form

Submit the Request to NY

• Send the request form by mail to:

New York State Office of Children and Family Services Statewide Central Register

P.O. Box 4480 Albany, NY 12204-0480

Confirm Submission of Request to the CBCU

- Copy and paste the following text into an email with the *Subject* line "NY Abuse and Neglect History Request Submitted" and provide the following information: This message is to confirm that I have mailed the request form to New York for the NY Abuse and Neglect History Check:
 - Name:
 - o SSN:
 - Date Mailed:
- Send the email confirming that the New York request has been submitted by mail to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to New York may result in your background check being closed due to non-compliance.

New York sends the results to the CBCU by mail within several weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

Contact Information for New York Abuse and Neglect History

Website: New York Child Protective Services

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Foster or Adoptive Parents and Household Members

New York requires the request form to be submitted by mail. There are separate processes for people with a current NY address and people without a current NY address. Complete the request form and send it to New York by mail.

Exceptions:

✤ Minors: New York does not perform Abuse and Neglect History Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.

Follow the steps below to request an Abuse and Neglect History Check from New York for Texas Child Care Regulation. There are separate processes for <u>People With a Current NY Address</u> and <u>People Without a Current NY Address</u>.

People With a Current NY Address

Initiate Request – Contact the CBCU to initiate the request as the request form is not available online

- Create an email with the *Subject* line "Abuse and Neglect History Check Needed from New York"
- Copy and paste the following text into the message and provide the following information:

A NY Abuse and Neglect History Check is needed for the following person:

- Name:
- SSN:
- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Complete the Request Form – After the CBCU sends you the request form by email

- Save the NY Authorization for Release of Information form to your computer to enable the <u>Fill & Sign</u> feature
- Open the request form from your computer and use the <u>Fill & Sign</u> feature or print out the request form – and fill in the fields as follows (use print):
 - On the first line Enter your full name
 - List AKA names Enter all alternate names you have used
 - *DOB* Enter your date of birth as mm/dd/yyyy
 - Names and birth dates of children
 - Enter the names and dates of birth for all of your children (whether or not they currently reside in your home)
 - Previous addresses starting with most recent
 - Enter your previous addresses for the past 10 years, starting with the most recent address
 Note: You must list your previous New York address or New York will reject your request.

Submit the Request to NY

• Send the request form by mail to:

New York State Office of Children and Family Services Statewide Central Register P.O. Box 4480 Albany, NY 12204-0480

Confirm Submission of Request to the CBCU

 Copy and paste the following text into an email with the *Subject* line "NY Abuse and Neglect History Request Submitted" and provide the following information:

This message is to confirm that I have mailed the request form to New York for the **NY Abuse and Neglect History Check**:

- Name:
- SSN:
- Date Mailed:

 Send the email confirming that the New York request has been submitted by mail to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to New York may result in your background check being closed due to non-compliance.

People Without a Current NY Address

Complete the Request Form

- Fill in the fields of the <u>NY Adam Walsh Check Request Form</u> as follows:
 - In the first blank field Enter your full name
 - Agency Name & Contact Person Enter "Texas Health and Human Services –CBCU – Corinna Reyna"
 - Mailing Address for Agency Enter: "P.O. Box 149030 Mail Code: 121-7 ATTN: CReyna Austin, TX 78714-9030"
 - Agency Phone Number & Email Address Enter "512-438-5262 CBCUBackgroundChecks@hhs.texas.gov"

I. Prospective Adoptive or Foster Parent or Persons 18 Years of Age or Older in the Home

- Enter your personal identifying information
- Enter your current address, today's date, and the approximate date you moved into this residence
- Enter your previous addresses for the last 28 years and the approximate dates you moved in and out of each residence
 Note: You must list your previous New York address or New York will reject your request. If you do not remember the exact street address, list the city and state.

II. Spouse, Children and Other Household Members of the Applicant

- Enter the name, date of birth, and sex of your spouse, children and other household members
- Print out the attached request form and sign it in the presence of a notary
- Have the notary sign and seal the request form

Submit the Request to NY

Send the request form by mail to: New York State Office of Children and Family Services Statewide Central Register P.O. Box 4480 Albany, NY 12204-0480

Confirm Submission of Request to the CBCU

- Copy and paste the following text into an email with the *Subject* line "NY Abuse and Neglect History Request Submitted" and provide the following information: This message is to confirm that I have mailed the request form to New York for the NY Abuse and Neglect History Check:
 - Name:
 - o SSN:
 - Date Mailed:
- Send the email confirming that the New York request has been submitted by mail to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to New York may result in your background check being closed due to non-compliance.

New York sends the results to the CBCU by mail within several weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

Contact Information for New York Abuse and Neglect History

Website: New York Child Protective Services

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

NY – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

The CBCU does not require a separate Criminal History Check from New York due to this state's participation in the National Fingerprint File (NFF).

The CBCU automatically closes these background checks in our system so no further action is required.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

North Carolina

NC – ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Care Employees and Volunteers

North Carolina requires the CBCU to submit the request. Contact the CBCU to start the background check process.

Exceptions:

CPA Visitors: North Carolina requires visitors of a Child Placing Agency (CPA) to follow the same process as foster/adoptive parents and household members. This includes visitors of a foster and adoptive home. If you are a CPA visitor, please follow the instructions in the Foster or Adoptive Parents and Household Members section.

Follow the steps below to request an Abuse and Neglect History Check from North Carolina for Texas Child Care Regulation:

Initiate Request – Contact the CBCU to initiate the request

- Create an email with the *Subject* line "Abuse and Neglect History Check Needed from North Carolina"
- Copy and paste the following text into the message and provide the following information:

A NC Abuse and Neglect History Check is needed for the following person:

- Name:
- o SSN:

Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Submit the Request in the NC Portal – After the CBCU sends the instructions by email

- Submit the request in the NC portal after receiving the instructions from the CBCU
- Retrieve the results from the NC portal once they are available

Confirm Submission of Request to the CBCU

- Copy and paste the following text into an email with the *Subject* line "NC Abuse and Neglect History Request Submitted" and provide the following information: This message is to confirm that I have submitted the NC Abuse and Neglect History request in the NC portal:
 - Name:
 - SSN:
 - Date Submitted:
- Send the email confirming that the North Carolina request has been submitted online to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to North Carolina may result in your background check being closed due to non-compliance.

Submit Results to the CBCU – After NC provides the results to you online

- Send the results to the CBCU by either:
 - Scanning them and sending them as a PDF attachment by email (preferred) with the *Subject* line "NC Abuse and Neglect History Results" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "NC Abuse and Neglect History Results" on the cover sheet to 512-406-0503

North Carolina provides the results in the portal within a couple of weeks.

Contact Information for North Carolina Abuse and Neglect History

Website: <u>North Carolina Out-of-State Background Check Information</u> Help Line for Portal: 919-814-6401

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Foster or Adoptive Parents and Household Members

North Carolina requires the request form to be submitted by unencrypted email. Complete the request form and send it to the CBCU by email or fax.

Note:

 CPA Visitors: North Carolina requires visitors of a Child Placing Agency (CPA) to follow the same process as foster/adoptive parents and household members. This includes visitors of a foster and adoptive home. If you are a CPA visitor, please follow the instructions in this section.

Follow the steps below to request an Abuse and Neglect History Check from North Carolina for Texas Child Care Regulation:

Complete the Request Form

- Fill in the fields of the <u>NC Responsible Individuals List (RIL) Information Request</u> form as follows:
 - **Requesting Agency Information** section Leave blank

- **Applicant Information** section Enter your personal identifying information, including all alternate names
- Applicant Acknowledgement section
 - Signature Click on this field to enter a digital signature (see <u>How</u> <u>To Create A Digital Signature And Sign A Document With Adobe</u> <u>Reader DC</u>) -OR- print out the form and sign it by hand
 - *Date* Enter today's date

Submit the Request to the CBCU – Send the form for a signature from a CBCU Inspector

- Send the request form to the CBCU by either:
 - Sending it as a PDF attachment by email (preferred) with the *Subject* line "Abuse and Neglect History Request for North Carolina" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "Abuse and Neglect History Request for North Carolina" on the cover sheet to 512-406-0503

Submit the Request to NC – After the CBCU returns the signed request form by email

- Scan the request form if it had been printed out and save it as a PDF to your computer
- Create a new email message with the *Subject* line "RIL Request for Texas Foster/Adoption"
- Copy and paste the following text into the message:

Please see the attached RIL request for foster/adoption in Texas.

Please send the results to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

 Attach the request form to the message and send it to: <u>NC.CW.RILchecks@dhhs.nc.gov</u>

Note: The message must NOT be encrypted, or NC will be unable to open it and process the request.

Confirm Submission of Request to the CBCU

- Copy and paste the following text into an email with the *Subject* line "NC Abuse and Neglect History Request Submitted" and provide the following information: This message is to confirm that I have submitted the NC Abuse and Neglect History request to North Carolina by email:
 - Name:
 - o SSN:
 - Date Emailed:
- Send the email confirming that the North Carolina request has been submitted by email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to North Carolina may result in your background check being closed due to non-compliance.

North Carolina sends the results to the CBCU by fax within a couple of weeks.

Contact Information for North Carolina Abuse and Neglect History

Website: North Carolina Criminal Background Check Unit

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

NC – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

The CBCU does not require a separate Criminal History Check from North Carolina due to this state's participation in the National Fingerprint File (NFF).

The CBCU automatically closes these background checks in our system so no further action is required.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

North Dakota

ND – ABUSE AND NEGLECT HISTORY CHECK

North Dakota has the same process for child care and foster and adoptive purposes and requires the CBCU to submit the request. Complete the request form and send it to the CBCU by email or fax.

Follow the steps below to request an Abuse and Neglect History Check from North Dakota for Texas Child Care Regulation:

Complete the Request Form

- Fill in the fields of the <u>ND Child Abuse and Neglect Background Inquiry</u> request form as follows:
 - Part I: Information of Individual Whose Name is to be Searched
 - LAST Name Enter your last name
 - FIRST Name Enter your first name

- FULL MIDDLE Name Enter your full middle name. Select the checkbox for None if you do not have a middle name or select Initial Only if you only have a middle initial.
 Note: North Dakota rejects requests that are missing a full middle name. Do NOT leave this field blank.
- *Social Security Number* Enter your full SSN. If you do not have an SSN, enter "N/A".
- *Date of Birth* Enter your DOB as mm/dd/yyyy
- *Birth Name, Alias, or Other Married Names You Have Gone by in the Last Ten Years* Enter all alternate names you have used. If you have no additional names, select the checkbox stating *Check this box if you have no additional names*.
- *Current Physical Address* Enter your street address
- *City* Enter your city
- *State* Enter your state
- *Zip Code* Enter your zip code
- Last North Dakota Address Enter your previous street address in North Dakota
- *City* Enter your previous city in North Dakota
- State Enter "ND"
- Zip Code Enter your previous zip code in North Dakota

• Part II: Agency/Organization Information

 Agency/Organization – Enter "Texas Health and Human Services – CBCU"

Note: Do not list the child care operation as

Agency/Organization

- Contact Person Enter "Leah Trevino"
- Telephone Number Enter "512-438-4324"
- Address Enter "P.O. Box 149030 Mail Code: 121-7"
- *City* Enter "Austin"
- *State* Enter "TX"
- *Zip Code* Enter "78714-9030"
- Email Address and/or Fax Number Enter
 ""<u>CBCUBackgroundChecks@hhs.texas.gov</u> 512-406-0503"
- *This information is being requested for* Select the appropriate checkbox based on your role:
 - ✓ Childcare/In-home provider For employees, volunteers, and household members of a child care operation

- Adoption Study For parents, household members, and visitors of an adoptive home
- Private Agency Employment/Volunteer For employees and volunteers of a Child Placing Agency
- ✓ Foster Parent Licensing For parents, household members, and visitors of a foster home
- Print out the request form:
- Sign and date sections *a* and *b* in **Part III**
- **Note:** Both your signatures and the dates MUST be handwritten. North Dakota rejects requests if the signature and date are entered electronically.

Submit the Request to the CBCU

- Send the request form to the CBCU by either:
 - Scanning it and sending it as a PDF attachment by email (preferred) with the *Subject* line "Abuse and Neglect History Request for North Dakota" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "Abuse and Neglect History Request for North Dakota" on the cover sheet to 512-406-0503

North Dakota sends the results to the CBCU by email within 30 days.

Contact Information for North Dakota Abuse and Neglect History

Website: Background Checks for Child Care Providers

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

ND – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

North Dakota processes name-based Criminal History Checks and charges a \$15 fee. Complete the request form and submit it with payment to North Dakota by mail.

Follow the steps below to request a Criminal History Check from North Dakota for Texas Child Care Regulation:

Complete the Request Form

- Save the <u>ND Request for Criminal History Record Information</u> form to your computer to enable the <u>Fill & Sign</u> feature
- Open the request form from your computer and use the <u>Fill & Sign</u> feature or print out the request form – and fill in the fields as follows (use print):
 - Mail to Attention of Enter "Leah Trevino"
 - o Telephone Number Enter "512-438-4324"
 - Name/Company Enter "Texas Health and Human Services –CBCU"
 Note: Do not list the child care operation as Name/Company
 - o Address Enter "P.O. Box 149030 Mail Code: 121-7"
 - City Enter "Austin"
 - State Enter "TX"
 - o Zip Code Enter "78714-9030"
 - Last Name Enter your last name
 - *First Name* Enter your first name
 - *Middle Name* Enter your middle name
 - Last Name(s) (AKA/Maiden/Former) Enter any alternate names you have used
 - *Date of Birth* Enter your DOB as mm/dd/yyyy
 - Social Security Number Enter your SSN. If none, enter "N/A".
 - BCI State ID Number Leave blank
 - Specific Reportable Criminal Event Identified by Date, Offense, and Agency or Court – Leave blank
 - Current Address Enter your address
 - *City* Enter your city
 - *State* Enter your state

- *Zip Code* Enter your zip code
- Print out the request form

Submit the Request to ND

- Write a check or money order in the amount of \$15 made payable to: *North Dakota Attorney General*
- Send the request form and payment by mail to:

Criminal Records Section North Dakota Bureau of Criminal Investigation P.O. Box 1054 Bismarck, ND 58502-1054

Confirm Submission of Request to the CBCU

 Copy and paste the following text into an email with the *Subject* line "ND Criminal History Request Submitted" and provide the following information:

This message is to confirm that I have mailed the request form and payment to North Dakota for the **ND Criminal History Check**:

- Name:
- o SSN:
- Date Mailed:
- Send the email confirming that the North Dakota request has been submitted by mail to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to North Dakota may result in your background check being closed due to non-compliance.

North Dakota sends the results to the CBCU by mail within a couple of weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

Contact Information for North Dakota Criminal History

Website: <u>Requesting a Criminal History Record Check</u>

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Ohio

OH – ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Care Employees and Volunteers

Ohio processes Abuse and Neglect History checks for child care purposes through an online portal and does not charge a fee. Submit a request to Ohio in the portal.

Follow the steps below to request an Abuse and Neglect History Check from Ohio for Texas Child Care Regulation:

Submit the Request in the OH Portal

- Go to the <u>Ohio Professional Registry -Create Profile</u> webpage to create a profile **Note:** You must use Chrome or Firefox as your web browser to submit a background check request. Ohio's system will not accept requests using Internet Explorer.
 - **Email Validation** Enter your email address twice
 - Name Validation Fill in the fields with your name and DOB and click the Check Name button

Note: If a duplicate record is found, you will need to call Ohio at 877-547-6978, option 1 for assistance

- **Personal Information** Fill in the fields with any former names and your phone numbers
- **Address** Fill in the fields with your current address
 - County Select "(Not in Ohio)"
- **Demographics** Select your gender, race, ethnicity, and primary language
- Sign In Credentials Create a Username and a Password and click the Create Profile button
- Check your email for a message from OCCRRA and click on the link in the message to verify your email
- Once you are back on the OCCRRA website, copy or save your Ohio Professional Identification Number (OPIN) and click the **Sign In** button
- Enter your Username, OPIN, or email address and password and click **Sign In**
 - Click on your name in the upper right corner
 - Select *Request Background Check* from the drop-down menu
 - On the Overview page, click Start Request
 Note: Disregard item #1 on this page instructing you to "Submit your fingerprints" as your fingerprints are not required for this background check.
 - Review your personal information for accuracy:
 - If anything is incorrect, click **Edit Profile** to make changes and then select *Request Background Check* from the upper right corner again
 - If everything is correct, click **Start Request**
 - Enter your Social Security number and any previous names you have used
 - Enter your current and previous addresses for the last five years

- Dates must be entered as mm/dd/yyyy. Enter today's date in the To field of your current address
- Click the **Add Address** button after each entry
- Enter your personal characteristics and the approximate start date of your employment
- **Role** Select the appropriate option based on your position:
 - Owner/Administrator/Provider If you are the permit holder or director
 - *Child Care Staff Member/Teacher* If you work directly with children
 - *Employee* If you work at a child care facility but do not work directly with children
 - *Volunteer* If you are a volunteer
 - *Family Child Care Resident* If you are household member in a home-based child care operation
- Reason for Request Select Out of State/Former Ohio Resident
- **Employed in Child Care in the last 6 months?** Select the appropriate option based on your job history:
 - *Yes* If you worked in child care in Ohio in the last 6 months
 - No If you have not worked in child care in Ohio in the last 6 months
- Use text box to provide any additional information for processing
 Enter the following information in this text box:

Please send results to CBCUBackgroundChecks@hhs.texas.gov

- Click **Next Section**
- **Program Search** Select the checkbox for *No program associated at this time*
- **Individual Signature** Type your name in this field
- Select the checkbox for *I agree to the terms and conditions* and click Submit
- Copy or save your Request ID#

Confirm Submission of Request to the CBCU

 Copy and paste the following text into an email with the *Subject* line "OH Abuse and Neglect History Request Submitted" and provide the following information: This message is to confirm that I have submitted the **OH Abuse and Neglect History** request in the OH portal:

- Name:
- o SSN:
- Date Submitted:
- Send the email confirming that the Ohio request has been submitted online to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to Ohio may result in your background check being closed due to non-compliance.

Ohio sends the results to the CBCU by email within 30 days.

Contact Information for Ohio Abuse and Neglect History

Website: Ohio Child Protective Services

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>
Foster or Adoptive Parents and Household Members

Ohio requires the CBCU to submit the request for foster and adoptive purposes through an online portal and does not charge a fee. Contact the CBCU to start the background check process.

Follow the steps below to request an Abuse and Neglect History Check from Ohio for Texas Child Care Regulation:

Initiate Request – Contact the CBCU to initiate the request

- Create an email with the *Subject* line "Abuse and Neglect History Check Needed from Ohio"
- Copy and paste the following text into the message and provide the following information:

An **OH Abuse and Neglect History Check** is needed for the following person:

• Name:

- o SSN:
- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Complete the Request Forms – After the CBCU sends the forms by email

- Sign and date the *Ohio Consent Letter* by either:
 - Using an electronic signature (see <u>How to Electronically Sign Documents</u> without Printing and Scanning Them)
 - Printing out the *Ohio Consent Letter* and signing it by hand
- Fill in the *Additional Info* document with your previous addresses
 Note: This must include your previous Ohio address and the approximate month and year you moved in and out of this residence
- Make a copy or take a photo of two of the following identification documents:
 - **SSN** A copy of either your:
 - Social Security Card
 - W-2 statement that displays your name and SSN
 - 1099 form that displays your SSN (must not be handwritten)

- Receipt from the Social Security Administration showing you have applied for a replacement card (must display your SSN)
- **Personal ID** A copy of either your:
 - Driver's License
 - State-issued ID
 - Birth Certificate
 - U.S. Passport

Submit the Request to the CBCU

- Send the *Ohio Consent Letter, Additional Info* document, and both copies of your ID to the CBCU by either:
 - Scanning them and sending them as PDF attachments by email (preferred) with the *Subject* line "Abuse and Neglect History Request for Ohio" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing them and entering "Abuse and Neglect History Request for Ohio" on the cover sheet to 512-406-0503

Ohio sends the results to the CBCU by email within 30 days.

Contact Information for Ohio Abuse and Neglect History

Website: Ohio Child Protective Services

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

OH – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

The CBCU does not require a separate Criminal History Check from Ohio due to this state's participation in the National Fingerprint File (NFF).

The CBCU automatically closes these background checks in our system so no further action is required.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Oklahoma

OK – ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Care Employees and Volunteers

Oklahoma processes checks for child care purposes through an online portal. Contact the CBCU to start the background check process.

Follow the steps below to request an Abuse and Neglect History Check from Oklahoma for Texas Child Care Regulation:

Initiate Request – Contact the CBCU to initiate the request

- Create an email with the *Subject* line "Abuse and Neglect History Check Needed from Oklahoma"
- Copy and paste the following text into the message and provide the following information:

An **OK Abuse and Neglect History Check** is needed for the following person:

- Name:
- o SSN:
- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Oklahoma provides the results to the CBCU immediately in the online portal.

Contact Information for Oklahoma Abuse and Neglect History

Website: OK Licensing Records - Background Checks

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Foster or Adoptive Parents and Household Members

Oklahoma is considered a Non-Adam Walsh state and does not process Abuse and Neglect History Checks for foster and adoptive purposes.

The CBCU automatically closes these background checks in our system so no further action is required.

OK – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

The CBCU does not require a separate Criminal History Check from Oklahoma due to this state's participation in the National Fingerprint File (NFF).

The CBCU automatically closes these background checks in our system so no further action is required.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Oregon

OR – ABUSE AND NEGLECT HISTORY CHECK

Oregon has the same process for child care and foster and adoptive purposes and requires the CBCU to submit the request. Complete the request form and send it to the CBCU by email or fax.

Exceptions:

 Minors Under Age 16: Oregon does not perform Abuse and Neglect History Checks on a person under the age of 16. If the person is between the ages of 14 – 15 years old, no further action is required for this check.

Follow the steps below to request an Abuse and Neglect History Check from Oregon for Texas Child Care Regulation:

Complete the Request Form

 Fill in the fields of the <u>OR Abuse/Neglect Registry Information Request Form</u> as follows:

Note: Your entries MUST be typewritten. Oregon rejects request forms that are filled out by hand.

• **Requestor Information (Page 1)** – Leave blank

- *Printed name and signature of requesting facility/agency representative* Leave blank
- Applicant Information
 - Full legal name Enter your last, first, and middle name
 - Other names used Enter all alternate names you have previously used
 - *Gender* Select the appropriate checkbox
 - Social Security number Enter your full SSN
 Note: The CBCU requires the entry of your full SSN for this process
 - *Applicant date of birth* Enter your DOB as mm/dd/yy
 - *Position title* Enter one of the following based on your role:
 - "Child Care Provider" For all child care and residential child care staff and volunteers
 - "Child Care Household Member"
 - "Foster/Adoptive Parent"
 - "Foster/Adoptive Household Member"
- County Information List all Oregon counties in which you previously resided and the approximate month and year you moved in and out of each county
- Enter your full name in this section:

I, _____, do hereby authorize the Oregon Department of Human Services to research its records to determine whether or not I am on the central registry of persons responsible for child abuse and neglect. I understand this information will be released to the requesting agency or employer.

Print out the request form and sign and date the bottom of page 2
 Note: Your signature MUST be handwritten.

Submit the Request to the CBCU

- Send the request form to the CBCU by either:
 - Scanning it and sending it as a PDF attachment by email (preferred) with the *Subject* line "Abuse and Neglect History Request for Oregon" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "Abuse and Neglect History Request for Oregon" on the cover sheet to 512-406-0503

Oregon sends the results to the CBCU by email within a couple of weeks.

Contact Information for Oregon Abuse and Neglect History

Website: Oregon Child Protective Services Checks

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

OR – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

The CBCU does not require a separate Criminal History Check from Oregon due to this state's participation in the National Fingerprint File (NFF).

The CBCU automatically closes these background checks in our system so no further action is required.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Pennsylvania

PA – ABUSE AND NEGLECT HISTORY CHECK

Pennsylvania has the same process for child care and foster and adoptive purposes through an online portal and charges a \$13 fee. Submit the request and payment to Pennsylvania in the online portal.

Follow the steps below to request an Abuse and Neglect History Check from Pennsylvania for Texas Child Care Regulation:

Submit the Request in the PA Portal

- Go to the <u>PA Child Welfare Portal</u> and click the button to **Create Individual** Account
- Once you have a Keystone ID:
 - Return to the <u>PA Child Welfare Portal</u> and click the **Individual Login** button
 - Select Access My Clearances and scroll to the bottom of the page and click *Continue*
- Log on to the database and submit your request for a clearance (See <u>Child</u> <u>Welfare FAQs</u> if you have any questions)

You will need to provide the following information:

 Previous addresses since 1975 -OR- since your date of birth, if born after 1975

Note: Partial addresses are acceptable (such as simply the city and state), if you are unable to remember the exact address

- Names of all people with whom you have lived since 1975 -OR- since your date of birth, if born after 1975. This includes parents, guardians, siblings, spouses, roommates, and children.
- Any alternate names you have used
- Credit card information to pay the \$13 fee

Confirm Submission of Request to the CBCU – If PA does not provide the results to you immediately (If you have the results, go to **Submit Results to the CBCU** section below)

- Copy and paste the following text into an email with the *Subject* line "PA Abuse and Neglect History Request Submitted" and provide the following information: This message is to confirm that I have submitted the **PA Abuse and Neglect History** request in the PA portal:
 - Name:
 - o SSN:
 - Date Submitted:
- Send the email confirming that the Pennsylvania request has been submitted online to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to Pennsylvania may result in your background check being closed due to non-compliance.

Submit Results to the CBCU – After PA sends you an email notification that the results are available in the PA portal

- Send the results to the CBCU by either:
 - Sending them as a PDF attachment by email (preferred) with the *Subject* line "PA Abuse and Neglect History Results" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

- -OR-
- Faxing them and entering "PA Abuse and Neglect History Results" on the cover sheet to 512-406-0503

Pennsylvania provides the results in the online portal within 14 business days.

Contact Information for Pennsylvania Abuse and Neglect History

Website: PA Child Welfare Portal

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

PA – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

Pennsylvania processes name-based Criminal History Checks through an online portal and charges a \$22 fee. Submit the request and payment to Pennsylvania in the online portal.

Follow the steps below to request a Criminal History Check from Pennsylvania for Texas Child Care Regulation:

Submit the Request in the PA Portal

- Go to the <u>PATCH</u> online portal and select **Submit a New Record Check**
- Terms and Conditions Review the terms and click the Accept button
- Requestor Details Select the radio button for *Individual Request* and click the Continue button
- Requestor Information
 - Select "Employment" from the *Reason for Request* dropdown
 - Enter the information regarding where PA is to send the results and click
 Next (PA will send an email to confirm submission of the request)
- Review Requestor Information Review your information to confirm that it is correct and click Proceed

- Record Check Request Form Enter your personal identifying information and click Submit This Request
- Enter your credit card information and pay the \$22 fee

Confirm Submission of Request to the CBCU – If PA does not provide the results to you immediately (If you have the results, go to **Submit Results to the CBCU** section below)

 Copy and paste the following text into an email with the *Subject* line "PA Criminal History Request Submitted" and provide the following information:

This message is to confirm that I have submitted the **PA Criminal History** request in the PA portal:

- Name:
- o SSN:
- Date Submitted:
- Send the email confirming that the Pennsylvania request has been submitted online to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to Pennsylvania may result in your background check being closed due to non-compliance.

Retrieve Results

- Pennsylvania will send you an email when the results are ready
- Click on the *Control #* hyperlink in the portal to view the results document

Submit Results to the CBCU – After PA sends you an email notification that the results are available in the PA portal

- Send the results to the CBCU by either:
 - Scanning them and sending them as a PDF attachment by email (preferred) with the *Subject* line "PA Criminal History Results" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "PA Criminal History Results" on the cover sheet to 512-406-0503

Pennsylvania provides the results immediately in the online portal.

Contact Information for Pennsylvania Criminal History

Website: PATCH

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Puerto Rico

PR – ABUSE AND NEGLECT HISTORY CHECK

Puerto Rico has the same process for child care and foster and adoptive purposes and requires the CBCU to submit the request. Contact the CBCU to start the background check process.

Follow the steps below to request an Abuse and Neglect History Check from Puerto Rico for Texas Child Care Regulation:

Initiate Request – Contact the CBCU to initiate the request

- Create an email with the *Subject* line "Abuse and Neglect History Check Needed from Puerto Rico"
- Copy and paste the following text into the message and provide the following information:

An **PR Abuse and Neglect History Check** is needed for the following person:

- Name:
- o SSN:
- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Complete the Request Form – After the CBCU sends you the form by email

- Save the *PR Background Check of Child Abuse Request Form* to your computer to enable the <u>Fill & Sign</u> feature
- Open the request form from your computer and use the <u>Fill & Sign</u> feature or print out the request form – and fill in the fields as follows (use print):
 - **Page 1** –List the following:
 - Marital Status Enter "Single", "Married", "Divorced", or "Widowed" as appropriate

- *Address* Enter your current address and previous addresses for the last five years along with the estimated month and year you moved in and out of each residence
- **Page 2** –List the following:
 - *Applicant's Occupation* Enter your current job title (such as Child Care Provider or Teacher's Aid)
 - *Current Place of* Work Enter the name of your current employer
 - Previous Place of Work Enter the name of the last place you worked
 - *Have you worked in any child service institution*? Select the appropriate checkboxes
 - Identification of Current Members of Your Family Enter the name, date of birth, age, sex and relationship to you for each person who is currently considered immediate family, even if the person does not live with you
 - Identification of Previous Members of Your Family Enter the name, date of birth, age, sex and relationship to you for each person who is currently considered immediate family, even if the person does not live with you
- Page 3
 - *Name* Enter your name in both *Name* fields next to the highlighted *Signature* fields
 - *Day-Month-Year* Enter the date that you sign the form as dd/mm/yyyy
 - *Name of Signature's Witness* Enter the name of the person who is witnessing your signature
- Print out the request form and follow the steps below:
 - Page 3
 - Sign the request form in **BOTH** *Signature* fields that are highlighted in yellow in the presence of a witness
 Note: Your signature must be handwritten
 - Have the witness sign and date the *Signature* and *Day-Month-Year* fields next to the *Name of Signature's Witness*

Submit the Request to the CBCU

- Return the request form to the CBCU by either:
 - Scanning it and sending it as a PDF attachment by email (preferred) with the *Subject* line "Abuse and Neglect History Request for Puerto Rico" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>
 Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "Abuse and Neglect History Request for Puerto Rico" on the cover sheet to 512-406-0503

Puerto Rico sends the results to the CBCU by mail within several weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

Contact Information for Puerto Rico Abuse and Neglect History

Email: registrocentral@familia.pr.gov

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

PR – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

Puerto Rico processes name-based Criminal History Checks and does not charge a fee. There are separate processes for people with a PR driver's license and people without a PR driver's license. Submit the request to Puerto Rico online or contact the CBCU to initiate the request (depending on whether you have a PR driver's license).

Exception:

 Minors Under Age 16: Puerto Rico does not perform Criminal History Checks on a person under the age of 16. If the person is between the ages of 14 – 15 years old, no further action is required for this check.

Follow the steps below to request a Criminal History Check from Puerto Rico for Texas Child Care Regulation. There are separate processes for <u>People</u> <u>With a PR Driver's License</u> and <u>People Without a PR Driver's License</u>.

People With a PR Driver's License

Submit the Request in the PR Portal

- Go to the <u>PR Criminal Record Certificate</u> website and submit your request online
- In the **Request for a Criminal Record Certificate** section:
 - Choose the ID to use Select "Puerto Rico Driver's License"
 - Purpose of the Certificate Select "Employment"
 - Driver's License Enter your Puerto Rico driver's license number
 - Social security Enter your SSN with dashes
 - *Name* Enter your first name
 - *Initial* Enter your middle initial, if you have a middle name. Otherwise, leave blank.
 - *Paternal Surname* Enter your father's last name
 - *Maternal Surname* Enter your mother's last name
 - Date of Birth Click on the field and use the calendar function to locate your DOB by searching by year, then month, then day
 - *Country of Residence* Leave as "Puerto Rico" as no other options available from the dropdown menu
 - *Municipality* Select the last city or town in which you previously lived in Puerto Rico
 - *Email* Enter your email address
 - *Confirm Your Email* Enter your email address again
 - Click **Process Request**
 - PR displays the following message in the portal

We have received your request. Please verify your email for more information

 Check your email regularly for the results from Puerto Rico
 Note: Puerto Rico sends the results by email immediately if no record is found, but it may take longer if there is a record. Check your Junk or Spam folder for the results.

Submit Results to the CBCU – After PR sends you the results by email

- Forward the results to the CBCU by either:
 - Sending them as a PDF attachment by email (preferred) with the *Subject* line "PR Criminal History Results" to

CBCUBackgroundChecks@hhs.texas.gov

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing them and entering "PR Criminal History Results" on the cover sheet to 512-406-0503

People Without a PR Driver's License

Initiate Request – Contact the CBCU to initiate the request

- Create an email with the *Subject* line "Puerto Rico Criminal History Check Needed – No PR ID"
- Copy and paste the following text into the message and provide the following information:

A **PR Criminal History Check** is needed for the following person who does not have a PR driver's license:

• Name:

- SSN:
- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Puerto Rico sends the results to you immediately by email if you submit the request online. You must forward the results to the CBCU by following the instructions above.

Contact Information for Puerto Rico Criminal History

Website: Puerto Rico Background Check Program

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Rhode Island

RI – ABUSE AND NEGLECT HISTORY CHECK

Rhode Island has the same process for child care and foster and adoptive purposes and requires the CBCU to submit the request. Contact the CBCU to start the background check process.

Follow the steps below to request an Abuse and Neglect History Check from Rhode Island for Texas Child Care Regulation:

Initiate Request – Contact the CBCU to initiate the request

- Create an email with the *Subject* line "Abuse and Neglect History Check Needed from Rhode Island"
- Copy and paste the following text into the message and provide the following information:

An **RI Abuse and Neglect History Check** is needed for the following person:

- Name:
- SSN:
- Last Address in Rhode Island:
- Month and Year You Moved Into Last RI Address:
- Month and Year You Moved Out of Last RI Address:
- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Complete the Release Letter – After the CBCU sends the release letter by email

- Print out the *RI Release Letter*
- Sign and date the release letter by hand

Submit the Release to the CBCU

- Return the release letter to the CBCU by either:
 - Scanning it and sending it as a PDF attachment by email (preferred) with the *Subject* line "Abuse and Neglect History Release for Rhode Island" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

- -OR-
- Faxing it and entering "Abuse and Neglect History Release for Rhode Island" on the cover sheet to 512-406-0503

Rhode Island sends the results to the CBCU by email within a couple of weeks.

Contact Information for Rhode Island Abuse and Neglect History

Website: RI Confidential Records Request

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

RI – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

Rhode Island processes name-based Criminal History Checks and charges a \$5 fee. Contact the CBCU to start the background check process.

Follow the steps below to request a Criminal History Check from Rhode Island for Texas Child Care Regulation:

Initiate Request – Contact the CBCU to initiate the request

- Create an email with the *Subject* line "Criminal History Check Needed from Rhode Island"
- Copy and paste the following text into the message and provide the following information:

An **RI Criminal History Check** is needed for the following person:

- Name:
- SSN:
- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Prepare the Request Forms and Make Copy of ID – After the CBCU sends you the forms by email

- Print out the *RI Disclaimer* form and sign it in the presence of a notary
- Have the notary sign and seal the *RI Disclaimer* form
- Print out the RI Agency Letter
- Make a copy of your driver's license or photo ID (both front and back)

Submit the Request to RI

- Write a check or money order in the amount of \$5 made payable to: *BCI*
- Address a stamped envelope to:

Texas Health and Human Services –CBCU P.O. Box 149030 Mail Code: 121-7 ATTN: LTrevino Austin, TX 78714-9030

 Send the *RI Disclaimer* form, *RI Agency Letter*, copy of your ID, Texas-addressed envelope, and payment by mail to:

Rhode Island Office of the Attorney General 4 Howard Avenue Cranston, RI 02920

Confirm Submission of Request to the CBCU

Copy and paste the following text into an email with the *Subject* line "RI Criminal History Request Submitted" and provide the following information:
 This message is to confirm that I have mailed the request form, copy of ID,

Texas-addressed envelope, and payment to Rhode Island for the **RI Criminal History Check**:

- Name:
- o SSN:
- Date Mailed:
- Send the email confirming that the Rhode Island request has been submitted by mail to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to Rhode Island may result in your background check being closed due to non-compliance.

Rhode Island sends the results to the CBCU by mail within a couple of weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

Contact Information for Rhode Island Criminal History

Website: RI Bureau of Criminal Investigation

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

South Carolina

SC – ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Child Care Employees or Volunteers

South Carolina requires the CBCU to submit the request through an online portal. Contact the CBCU to start the background check process.

Follow the steps below to request an Abuse and Neglect History Check from South Carolina for Texas Child Care Regulation:

Initiate Request – Contact the CBCU to initiate the request

- Create an email with the *Subject* line "Abuse and Neglect History Check Needed from South Carolina"
- Copy and paste the following text into the message and provide the following information:

A SC Abuse and Neglect History Check is needed for the following person:

- Name:
- o SSN:
- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Submit the Request in the SC Portal

- Check your Inbox for a message from *DoNotRepLy@DSS.SC.Gov*
- Click on the link provided in the email to access the SC portal Warning: The link expires within 72 hours. If the link has expired, call South Carolina at 803-898-9020 and provide the *Reference Number* listed in the email from South Carolina.
- Complete the request form in the SC portal, as follows:
 - Select all four checkboxes consenting to this background check and click the **Next** button
 - Fill in the fields of the request form online with your personal information. List your maiden name and all alternate names you have previously used.
 Note: If you do not have a middle name, you must enter "NMN" in that field
 - *I have lived at my current address for 5 or more years* Select *No*
 - List all previous addresses in which you have lived within the last five years, including your last South Carolina address.
 - Click the green checkmark after entering each address -then click the Next button after entering all previous addresses.

- Enter your first name, last name, and email address
- Sign the request form online by clicking the left button on your mouse and moving the mouse to create a signature. You can also use a touch screen to create a signature.
- There is **No Fee** for this background check, so leave the **Fee** field showing 0.00, as displayed in the screenshot below:

Fee *	
0.00	

- Click the **Submit** button
- South Carolina provides you with a *Reference Number*. Save this as it may be needed for future reference to track your request.

Confirm Submission of Request to the CBCU

- Copy and paste the following text into an email with the *Subject* line "SC Abuse and Neglect History Request Submitted" and provide the following information: This message is to confirm that I have submitted the SC Abuse and Neglect History request in the SC portal:
 - Name:
 - SSN:
 - Date Submitted:
- Send the email confirming that the South Carolina request has been submitted online to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to South Carolina may result in your background check being closed due to non-compliance.

South Carolina sends the results to the CBCU by email within a couple of weeks.

Contact Information for South Carolina Abuse and Neglect History

Website: SC Child Care Licensing Requirements

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Foster or Adoptive Parents and Household Members

South Carolina processes Abuse and Neglect History checks for foster and adoptive purposes through an online portal and charges an \$8 fee. Contact the CBCU to start the background check process.

Follow the steps below to request an Abuse and Neglect History Check from South Carolina for Texas Child Care Regulation:

Initiate Request – Contact the CBCU to initiate the request

- Create an email with the *Subject* line "Abuse and Neglect History Check Needed from South Carolina"
- Copy and paste the following text into the message and provide the following information:

A SC Abuse and Neglect History Check is needed for the following person:

- Name:
- o SSN:
- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Submit the Request in the SC Portal

- Check your Inbox for a message from *DoNotReply@DSS.SC.Gov*
- Click on the link provided in the email to access the SC portal

Warning: The link expires within 72 hours. If the link has expired, call South Carolina at 803-898-9020 and provide the *Reference Number* listed in the email from South Carolina.

- Complete the request form in the SC portal, as follows:
 - Select all four checkboxes consenting to this background check and click the **Next** button
 - Fill in the fields of the request form online with your personal information. List your maiden name and all alternate names you have previously used.
 Note: If you do not have a middle name, you must enter "NMN" in that field
 - *I have lived at my current address for 5 or more years* Select *No*
 - List all previous addresses in which you have lived within the last five years, including your last South Carolina address.
 - Click the green checkmark after entering each address -then click the Next button after entering all previous addresses.
 - Enter your first name, last name, and email address
 - Sign the request form online by clicking the left button on your mouse and moving the mouse to create a signature. You can also use a touch screen to create a signature.
 - Click the **Submit** button
 - Use a credit or debit card to pay the \$8 fee online
- South Carolina provides you with a *Reference Number*. Save this as it may be needed for future reference to track your request.

Confirm Submission of Request to the CBCU

 Copy and paste the following text into an email with the *Subject* line "SC Abuse and Neglect History Request Submitted" and provide the following information:

This message is to confirm that I have submitted the **SC Abuse and Neglect History** request in the SC portal:

- Name:
- SSN:
- Date Submitted:
- Send the email confirming that the South Carolina request has been submitted online to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to South Carolina may result in your background check being closed due to non-compliance.

South Carolina sends the results to the CBCU by email within several weeks.

Contact Information for South Carolina Abuse and Neglect History

Website: <u>SC Contact DSS</u>

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

SC – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

South Carolina processes name-based Criminal History Checks through an online portal and charges a \$26 fee. Submit a request to South Carolina in the online portal.

Follow the steps below to request a Criminal History Check from South Carolina for Texas Child Care Regulation:

Submit the Request in the SC Portal

- Go to the <u>South Carolina Law Enforcement Division</u> website
 - Click the **I accept these terms and conditions** button at the bottom
 - Eligibility for Reduced Fees page Select the Not Eligible button
 - South Carolina Record Check Subject
 - Last Name Enter your legal last name

- *First Name* Enter your first name
- Date of Birth Enter your DOB as YYYYMMDD
- *Maiden Name* Enter your maiden name, if applicable. If none, leave blank.
- Gender Select the appropriate dropdown option
- *SSN* Enter your Social Security number. If you do not have an SSN, leave blank.
- Click the **Submit** button

• Information Verification and Payment

- Review your information to confirm it is correct. If there are any errors, click on the *Edit* link to make any changes.
- Select the checkbox stating *I have read and acknowledge the above statements and understand that my credit card will be charged, whether or not I print the result.*
- Click the Make Payment button
- **Order Summary** Enter your credit card information

-South Carolina provides the results to you immediately in the online portal-

 Print or save the results to a folder on your computer (Click the **Print** button and select *Microsoft Print to PDF* from the *Printer* dropdown options to save the results as a PDF to your computer)

Submit Results to the CBCU – After SC provides you the results in the SC portal

- Send the results to the CBCU by either:
 - Sending them as a PDF attachment by email (preferred) with the *Subject* line "SC Criminal History Results" to CBCUBackgroundChecks@hhs.texas.gov

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing them and entering "SC Criminal History Results" on the cover sheet to 512-406-0503

South Carolina provides the results to you immediately in the online portal for requests submitted online. South Carolina sends the results to the CBCU by mail within several weeks for requests submitted through the paper process.

Contact Information for South Carolina Criminal History

Website: South Carolina Law Enforcement Division

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

South Dakota

SD – **ABUSE AND NEGLECT HISTORY CHECK**

Day Care or Residential Child Care Employees or Volunteers

South Dakota requires the request to be submitted by mail. Complete the request form and send it to South Dakota by mail.

Follow the steps below to request an Abuse and Neglect History Check from South Dakota for Texas Child Care Regulation:

Complete the Request Form

- Save the <u>SD Individual Request for Screening for Substantiated Reports of Child</u> <u>Abuse or Neglect</u> to your computer to enable the <u>Fill & Sign</u> feature
- Open the request form from your computer and use the <u>Fill & Sign</u> feature or print out the request form – and fill in the fields as follows (use print):
 - My reason for requesting this screening is Enter "Child Care Regulation in Texas"
 - *Full name* Enter your first, middle, and last name
 - Maiden and former names or any alias Enter all alternate names you have used
 - *Date of Birth* Enter your DOB as mm/dd/yyyy
 - Social Security Number Enter your full SSN
 - List <u>full birth name</u> and <u>birth date</u> of <u>all</u> your biological children, including those that are adults
 - YOUR Name and Return Address
 - Your Name Enter your first and last name
 - *Street Address* Enter your address
 - PO Box Number/Apt/Suite/Unit/Lot Enter the apartment or unit #
 - City State Zip Enter your city, state, and zip code
 - Your return email address Enter your email address
- Sign and date the request form in the presence of a notary
- Have the notary sign and seal the request form

Submit the Request to SD

- Scan the request form and attach it as a PDF to an email message
- Enter "Request for Screening for Texas Child Care" in the Subject line
- Copy and paste the following text into the message:

Please see the attached screening request for a person who previously lived in South Dakota within the last five years, and has applied to work or volunteer in Texas child care.

Send the request form to: <u>DSSCRS@state.sd.us</u>

Confirm Submission of Request to the CBCU

 Copy and paste the following text into an email with the *Subject* line "SD Abuse and Neglect History Request Submitted" and provide the following information: This message is to confirm that I have submitted the **SD Abuse and Neglect History** request to South Dakota by email:

- Name:
- o SSN:
- Date Emailed:
- Send the email confirming that the South Dakota request has been submitted by email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to South Dakota may result in your background check being closed due to non-compliance.

Submit Results to the CBCU – After SD sends you the results by email

- Send the results to the CBCU by either:
 - Sending them as a PDF attachment by email (preferred) with the *Subject* line "SD Abuse and Neglect History Results" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing them and entering "SD Abuse and Neglect History Results" on the cover sheet to 512-406-0503

South Dakota sends the results to you by email within a couple of weeks. You must forward the results to the CBCU by following the instructions above.

Contact Information for South Dakota Abuse and Neglect History

Website: <u>SD Child Care Provider Screening</u>

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Foster or Adoptive Parents and Household Members

South Dakota requires the CBCU to submit the request for foster and adoptive purposes. Complete the request form and send it to the CBCU by email or fax.

Follow the steps below to request an Abuse and Neglect History Check from South Dakota for Texas Child Care Regulation:

Complete the Request Form

- Save the <u>SD Out-of-State Screening Request Form</u> to your computer to enable the <u>Fill & Sign</u> feature
- Open the request form from your computer and use the <u>Fill & Sign</u> feature or print out the request form – and fill in the fields as follows (use print):
 - My reason for requesting this screening is Enter "Foster/Adoption"
 - *Full name* Enter your first, middle, and last name
 - Maiden and former names or any alias Enter all alternate names listed for the person in CLASS
 - *Date of Birth* Enter your DOB as mm/dd/yyyy
 - Social Security Number Enter your SSN
 - Agency Name and Return Address
 - Your Name Enter "Morgan Nuncio"
 - Street Address Enter "Texas Health and Human Services –CBCU"
 - PO Box Number/Apt/Suite/Unit/Lot Enter "P.O. Box 149030 Mail Code: 121-7"
 - *City State Zip* Enter "Austin, TX 78714-9030"
 - Agency return email address Enter "<u>CBCUBackgroundChecks@hhs.texas.gov</u>"
 - Enter the full name and date of birth for each of your biological children, including those who are adults
- Sign and date the request form in the presence of a notary
- Have the notary sign and seal the request form

Submit Request to the CBCU

- Send the request form to the CBCU by either:
 - Scanning it and sending it as a PDF attachment by email (preferred) with the *Subject* line "Abuse and Neglect History Request for South Dakota" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "Abuse and Neglect History Request for South Dakota" on the cover sheet to 512-406-0503

South Dakota sends the results to the CBCU by email within a couple of weeks.

Contact Information for South Dakota Abuse and Neglect History

Website: SD Child Protection Services

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

SD – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

South Dakota requires the submission of fingerprints to perform a Criminal History Check and charges a \$26.75 fee. Complete the request form and send it with your fingerprints and payment to South Dakota by mail.

Follow the steps below to request a Criminal History Check from South Dakota for Texas Child Care Regulation:

Complete the Request Form

- Save the <u>SD Authorization and Release Form</u> to your computer to enable the <u>Fill</u> <u>& Sign</u> feature
- Open the request form from your computer and use the <u>Fill & Sign</u> feature or print out the request form – and fill in the fields as follows (use print):
 - On the first line Enter your full name
 - On the second line Enter "Texas Health and Human Services –CBCU"
 Note: Do not list the child care operation
 - On the third line Enter "Texas Health and Human Services CBCU"
 - On the fourth line Enter your full name
 - Mail Response To Enter:
 "Texas Health and Human Services –CBCU
 P.O. Box 149030 Mail Code: 121-7 ATTN: MNuncio
 Austin, TX 78714-9030"
- Sign and date the request form in the presence of two witnesses
- Have both witnesses sign the request form

Prepare Fingerprints and Payment

- Schedule a fingerprinting appointment by either:
 - Contacting a local law enforcement agency and explaining that you need fingerprints to mail to LA for a Criminal History Check
 - Visiting the <u>IdentoGO Fingerprint Card</u> webpage and scheduling an appointment to get fingerprinted on two FD-258 cards
 Note: See <u>Fingerprinting Process for Out-of-State Checks</u> for details. You will submit one fingerprint card to South Dakota and save one fingerprint card in case your fingerprints are rejected the first time and you must submit a second set of prints.
- Fill in the fields on the *FD-258* fingerprint card as follows:
 - Enter your name and personal identifying information, including height, weight, and place of birth
 - Signature of Person Fingerprinted Enter your signature
 Note: Your signature must be handwritten
 - *Reason Fingerprinted* Enter "TX Child Care Regulation"

• Write a check or money order in the amount of \$26.75 made payable to: *DCI*

Submit the Request to SD

• Send the request form, fingerprint card, and payment by mail to:

Office of the Attorney General Division of Criminal Investigation 1302 E Highway 14, Suite 5 Pierre, SD 57501

Confirm Submission of Request to the CBCU

- Copy and paste the following text into an email with the *Subject* line "SD Criminal History Request Submitted" and provide the following information: This message is to confirm that I have submitted the **SD Criminal History** request, fingerprints, and payment to South Dakota by mail:
 - Name:
 - SSN:
 - Date Mailed:
- Send the email confirming that the South Dakota request has been submitted by mail to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to South Dakota may result in your background check being closed due to non-compliance.

South Dakota sends the results to the CBCU by mail within several weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

Contact Information for South Dakota Criminal History

Website: SD State Only Background Checks

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Tennessee

TN – ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Care Employees and Volunteers

Tennessee requires the CBCU to submit the request for child care purposes. Contact the CBCU to start the background check process.

Follow the steps below to request an Abuse and Neglect History Check from Tennessee for Texas Child Care Regulation:

Initiate Request – Contact the CBCU to initiate the request

- Create an email with the *Subject* line "Abuse and Neglect History Check Needed from Tennessee"
- Copy and paste the following text into the message and provide the following information:

A **TN Abuse and Neglect History Check** is needed for the following person:
- Name:
- SSN:
- Last address in Tennessee:
- Month and Year You Moved Into Last TN Address:
- Month and Year You Moved Out of Last TN Address:
- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Tennessee sends the results to the CBCU by email within a couple of weeks.

Contact Information for Tennessee Abuse and Neglect History

Website: TN Background Checks for Child Care Employees

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Foster or Adoptive Parents and Household Members

Tennessee requires the CBCU to submit the request for foster and adoptive purposes. Contact the CBCU to start the background check process.

Exceptions:

Visitors: Tennessee does not perform Abuse and Neglect History Checks for regular or frequent visitors in a foster/adoptive home. If the person is a regular or frequent visitor, no further action is required for this particular check.

Follow the steps below to request an Abuse and Neglect History Check from Tennessee for Texas Child Care Regulation:

Initiate Request – Contact the CBCU to initiate the request

- Create an email with the *Subject* line "Abuse and Neglect History Check Needed from Tennessee"
- Copy and paste the following text into the message and provide the following information:

A TN Abuse and Neglect History Check is needed for the following person:

- Name:
- SSN:
- Last address in Tennessee:
- Month and Year You Moved Into Last TN Address:
- Month and Year You Moved Out of Last TN Address:
- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Complete the Release Letter – After the CBCU sends the release letter by email

- Print out the *TN Release Letter*
- Sign and date the release letter by hand

Submit the Release to the CBCU

- Return the release letter to the CBCU by either:
 - Scanning it and sending it as a PDF attachment by email (preferred) with the *Subject* line "Abuse and Neglect History Release for Tennessee" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "Abuse and Neglect History Release for Tennessee" on the cover sheet to 512-406-0503

Tennessee sends the results to the CBCU by email within a couple of weeks.

Contact Information for Tennessee Abuse and Neglect History

Website: Child Protective Services History Check (tn.gov)

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

TN – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

The CBCU does not require a separate Criminal History Check from Tennessee due to this state's participation in the National Fingerprint File (NFF).

The CBCU automatically closes these background checks in our system so no further action is required.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

U.S. Virgin Islands

USVI – ABUSE AND NEGLECT HISTORY CHECK

The U.S. Virgin Islands has the same process for child care and foster and adoptive purposes and requires the CBCU to submit the request. Contact the CBCU to start the background check process.

Follow the steps below to request an Abuse and Neglect History Check from the U.S Virgin Islands for Texas Child Care Regulation:

Initiate Request – Contact the CBCU to initiate the request

- Create an email with the *Subject* line "Abuse and Neglect History Check Needed from U.S. Virgin Islands"
- Copy and paste the following text into the message and provide the following information:

A **USVI Abuse and Neglect History Check** is needed for the following person:

- Name:
- SSN:
- Last address in USVI:
- Month and Year You Moved Into Last USVI Address:
- Month and Year You Moved Out of Last USVI Address:
- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Complete the Release Form– After the CBCU sends the release form by email

- Print out the USVI Consent for Release Information form
- Sign and date the release form by hand in the presence of two witnesses
- Have both witnesses sign the release form

Submit the Release to the CBCU

- Return the release form to the CBCU by either:
 - Scanning it and sending it as a PDF attachment by email (preferred) with the *Subject* line "Abuse and Neglect History Release for USVI" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>
 Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "Abuse and Neglect History Release for US Virgin Islands" on the cover sheet to 512-406-0503

U.S. Virgin Islands sends the results to the CBCU by email within several weeks.

Contact Information for U.S. Virgin Islands Abuse and Neglect History

Website: U.S. Virgin Islands Department of Human Services

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

USVI – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

The U.S. Virgin Islands processes name-based Criminal History Checks and charges a \$12 fee. Contact the CBCU to start the background check process.

Follow the steps below to request a Criminal History Check from the U.S. Virgin Islands for Texas Child Care Regulation:

Initiate Request – Contact the CBCU to initiate the request

- Create an email with the *Subject* line "Criminal History Check Needed from U.S. Virgin Islands"
- Copy and paste the following text into the message and provide the following information:

A **USVI Criminal History Check** is needed for the following person:

- Name:
- o SSN:
- Your City and State of Birth:
- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Complete the Request and Release Letters – After the CBCU sends the request and release letters by email

- Print out the USVI Request Letter and USVI Release Letter
- Sign the *USVI Release Letter* in the presence of a notary
- Have the notary sign and seal the *USVI Release Letter*

Submit the Request to the USVI

- Purchase a money order in the amount of \$12 made payable to: U.S. Virgin Islands Government
- Address a stamped envelope to:

Texas Health and Human Services –CBCU P.O. Box 149030 Mail Code: 121-7 ATTN: MNuncio Austin, TX 78714-9030

 Send the USVI Request Letter, USVI Release Letter, payment, and Texasaddressed envelope by mail to:

U.S. Virgin Islands Police Department ATTN: Records #45 Mars Hill Frederiksted, St. Croix VI 00840

Confirm Submission of Request to the CBCU

- Copy and paste the following text into an email with the *Subject* line "USVI Criminal History Request Submitted" and provide the following information: This message is to confirm that I have submitted the USVI Criminal History request letter, release letter, Texas-addressed envelope, and payment to the U.S. Virgin Islands by mail:
 - Name:
 - o SSN:
 - Date Mailed:
- Send the email confirming that the USVI request has been submitted by mail to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to USVI may result in your background check being closed due to non-compliance.

The U.S. Virgin Islands sends the results to the CBCU by mail within several weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

Contact Information for U.S. Virgin Islands Criminal History

Website: USVI Police Department Records Bureau

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Utah

UT – ABUSE AND NEGLECT HISTORY CHECK

Utah has the same process for child care and foster and adoptive purposes and requires the CBCU to submit the request. Complete the request form and send it to the CBCU by email or fax.

Follow the steps below to request an Abuse and Neglect History Check from Utah for Texas Child Care Regulation:

Complete the Request Form and Make Copy of ID

- Save the <u>UT Child Abuse Central Registry Request</u> to your computer to enable the <u>Fill & Sign</u> feature
- Open the request form from your computer and use the <u>Fill & Sign</u> feature or print out the request form – and fill in the fields as follows (use print):
 - **Applicant's Information** Enter your personal identifying information
 - Return Results To
 - *Name* Enter "Morgan Nuncio"
 - Agency Enter "Texas Health and Human Services –CBCU"
 Note: Do not list the child care operation as Agency
 - Email Address Select this checkbox and enter "CBCUBackgroundChecks@hhs.texas.gov"
 - Reason For Request Select the appropriate checkbox based on the your role:
 - *Foster Care/Adoption/ICPC* For foster and adoptive parents and household members

- *Child Care Block Grant Act* For child care employees, volunteers, and household members in home-based child care operations
 - > Provider Enter "Texas Child Care"
 - ➤ Facility # Leave blank
 - Sponsor Leave blank
- Print out the attached request form
- Signature of Applicant Sign and date page 2 by hand
 Note: Your signature MUST be handwritten
- Make a copy of your driver's license, state-issued ID, or passport

Submit the Request to the CBCU

- Send the request form and copy of your photo ID to the CBCU by either:
 - Scanning them and sending them as PDF attachments by email (preferred) with the *Subject* line "Abuse and Neglect History Request for Utah" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>
 Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.
 -OR-
 - Faxing it and entering "Abuse and Neglect History Request for Utah" on the cover sheet to 512-406-0503

Utah sends the results to the CBCU by email within 30 business days.

Contact Information for Utah Abuse and Neglect History

Website: Utah Department of Child and Family Services

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

UT – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

The CBCU does not require a separate Criminal History Check from Utah due to this state's participation in the National Fingerprint File (NFF).

The CBCU automatically closes these background checks in our system so no further action is required.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Vermont

VT – ABUSE AND NEGLECT HISTORY CHECK

Vermont has the same process for child care and foster and adoptive purposes. Complete the request form and submit it to Vermont by mail.

Follow the steps below to request an Abuse and Neglect History Check from Vermont for Texas Child Care Regulation:

Complete the Request Form

- Save the <u>VT Request for a Child Protection Registry Check: Self</u> to your computer to enable the <u>Fill & Sign</u> feature
- Open the request form from your computer and use the <u>Fill & Sign</u> feature or print out the request form – and fill in the fields as follows (use print):
 - *First name* Enter your first name
 - *Middle name* Enter your full middle name. If none, enter "N/A".

- Last name Enter your last name
- *Current Street Address* Enter your address
- *Town/City* Enter your city
- *County* Enter your county
- State Enter your state
- *Zip code* Enter your zip code
- *DOB* Enter your date of birth as mm/dd/yyyy
- *Gender* Select the appropriate checkbox
- *SSN* Enter the last four digits of your Social Security #. If you do not have an SSN, leave blank.
- List any other name you've used (e.g., aliases, maiden name). Include the first, middle and last names Enter all previous names you have used.
 Include the first, middle and last names.
- List any previous addresses you've had in Vermont. Include the street address, town, and zip code. – Enter your previous addresses in Vermont
- How would you like to receive the results? Select the checkbox for Email the result to person/company –
 - Enter "Texas Health and Human Services -CBCU" Note: Do not list the child care operation
 - *at this email address:* Enter
 - "CBCUBackgroundChecks@hhs.texas.gov"
- Print out the request form and sign and date it in the presence of a notary
- Have the notary sign and stamp the request form

Submit the Request to VT

• Send the request form by mail to:

DCF – Child Protection Registry HC 1 North Building B 280 State Drive Waterbury, VT 05671-1080

Confirm Submission of Request to the CBCU

 Copy and paste the following text into an email with the *Subject* line "VT Abuse and Neglect History Request Submitted" and provide the following information: This message is to confirm that I have mailed the request form to Vermont for the **VT Abuse and Neglect History Check**:

- Name:
- o SSN:
- Date Mailed:
- Send the email confirming that the Vermont request has been submitted by mail to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to Vermont may result in your background check being closed due to non-compliance.

Vermont sends the results to the CBCU by email within several weeks. If you are listed on the Vermont Child Protection Registry, Vermont also notifies you by mail.

Contact Information for Vermont Abuse and Neglect History

Website: Vermont's Child Protection Registry

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

VT – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

The CBCU does not require a separate Criminal History Check from Vermont due to this state's participation in the National Fingerprint File (NFF).

The CBCU automatically closes these background checks in our system so no further action is required.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Virginia

VA – ABUSE AND NEGLECT HISTORY CHECK

Virginia has the same process for child care and foster and adoptive purposes and charges a \$10 fee. Complete the request form and submit it with payment to Virginia by mail.

Follow the steps below to request an Abuse and Neglect History Check from Virginia for Texas Child Care Regulation:

Complete the Request Form

- Fill in the fields of the <u>VA Request for Search of the Child Protective Services</u> (CPS) Central Registry request form as follows:
 - Purpose of Search Select the appropriate checkbox based on your role or type of child care operation:
 - *Adam Walsh Law* If you are a household member in a foster/adoptive home
 - *Adoptive Parent* If you are an adoptive parent applicant
 - *Babysitter/Family Day Care* If you are in a Listed Family Home that only provides care to relative children
 - *Children's Residential Facility* If you are employed by a General R Residential Operation

- *Day Care Center* If you are a child care employee
- *Foster Parent* If you are a foster parent applicant
- *Volunteer* If you are a child care volunteer
- Mail Search Results To:
 - Name Enter "Texas Health and Human Services –CBCU"
 Note: Do not enter the child care operation
 - Address Enter "P.O. Box 149030 Mail Code: 121-7"
 - *City* Enter "Austin"
 - *State* Enter "TX"
 - *Zip* Enter "78714-9030"
 - Contact Name Enter "Morgan Nuncio"
 - *Tel #* Enter "512-438-4898"
 - Contact E-Mail Enter "CBCUBackgroundChecks@hhs.texas.gov"
- Part I: Details of Individual Whose Name Must Be Searched Enter your personal identifying information and current address
 Note: You must list your *Full Middle Name* or Virginia will reject the request. If you only have a middle initial, enter that initial and "Initial only". If you do not middle name, enter "N/A".
- Applicant's Prior Addresses List your last three addresses (including your previous Virginia address) and enter the approximate month and year you moved in and out of each residence
- **Marital Status** Select the appropriate checkbox
- List the name, race, sex, and date of birth of your current spouse and any previous spouses. If you have never been married, enter "N/A".
- List all of your children Enter the name, sex, date of birth, and relationship to you (such as, daughter or stepson) of all of your children. Include all adult, step, and foster children –whether or not they live with you. If more space is needed, attach an additional page.
 Note: You must list a *Full Middle Name* for each spouse and child on the form or Virginia will reject the request. If the person only has a middle initial, enter that initial and "Initial Only". If the person does not have a middle name, enter "N/A".
- Print out the request form as a 2-sided document and sign and date it in the presence of a notary
- Have the notary sign and seal the request form

Submit the Request to VA

- Purchase a cashier's check or money order in the amount of \$10 made payable to: *Virginia Department of Social Services*
- Send the request form and payment by mail to:

Virginia Department of Social Services Office of Background Investigations – Search Unit 801 East Main Street, 6th Floor Richmond, VA 23219-2901

Confirm Submission of Request to the CBCU

- Copy and paste the following text into an email with the *Subject* line "VA Abuse and Neglect History Request Submitted" and provide the following information: This message is to confirm that I have mailed the request form and payment to Virginia for the VA Abuse and Neglect History Check:
 - Name:
 - SSN:
 - Date Mailed:
- Send the email confirming that the Virginia request has been submitted by mail to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to Virginia may result in your background check being closed due to non-compliance.

Virginia sends the results to the CBCU by email within several weeks.

Contact Information for Virginia Abuse and Neglect History

Website: VA Department of Social Services Background Investigations - Children's Facilities

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

VA – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

Virginia processes name-based Criminal History Checks through an online portal and charges a \$30 fee. Submit a request and payment to Virginia in the online portal.

Follow the steps below to request a Criminal History Check from Virginia for Texas Child Care Regulation:

Virginia uses a **NotaryCam** process that allows you to have your signature notarized online. **NotaryCam** requires you to have the following:

- ✓ Desktop or laptop computer
- ✓ Web camera
- ✓ Google Chrome or Firefox browser with cookies enabled
- ✓ Up-to-date PDF viewer, such as Adobe Acrobat Reader (which is available for free online)
- ✓ Credit card to pay \$15 fee (This is in addition to the \$15 fee charged by Virginia State police to process the check)

Submit the Request Online Using NotaryCam

- Go to the <u>VA Criminal History Background Search</u> webpage and fill in the fields, as follows:
 - Form Select "SP-167 Criminal History & Sex Offender and Crimes Against Minors Search"
 - **NotaryCam** box Click on the **Get Started** button
 - Click **Continue** This will take you to a new webpage where you must schedule an appointment with a notary online

Note: You MUST submit the request using the *NotaryCam* process. If you submit a paper request form that does not include a notarized signature from a CBCU Inspector, Virginia will reject your request.

- Fill in the fields on the **NotaryCam** webpage as follows:
 - Request Type Select "Criminal History Search \$15"
 - Purpose Select "Other"
 - Specify Purpose Enter "Child Care Employment"
 - Enter your personal identifying information
 - *Terms of Service* Select the checkbox to agree to the terms
 - Click the **Submit** button
- Follow the rest of the instructions to submit your request online.

Confirm Submission of Request to the CBCU

 Copy and paste the following text into an email with the *Subject* line "VA Criminal History Request Submitted" and provide the following information:

This message is to confirm that I have submitted the **VA Criminal History** request to Virginia using the NotaryCam process:

- Name:
- o SSN:
- Date Submitted:
- Send the email confirming that the Virginia request has been submitted online to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to Virginia may result in your background check being closed due to non-compliance.

Submit Results to the CBCU – After VA provides you the results by mail

- Send the results to the CBCU by either:
 - Scanning them and sending as a PDF attachment by email (preferred) with the *Subject* line "VA Criminal History Results" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "VA Criminal History Results" on the cover sheet to 512-406-0503

Virginia sends the results to you by mail in 15-20 days. You must forward the results to the CBCU by following the instructions above.

Contact Information for Virginia Criminal History

Website: <u>VA Criminal Record Check</u> Help Desk (For issues with online form): 804-674-2131

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Washington

WA – ABUSE AND NEGLECT HISTORY CHECK

Washington has the same process for child care and foster and adoptive purposes and charges a \$20 fee. Send the Signature Page and your previous Washington address to the CBCU by email to start the background check process.

Follow the steps below to request an Abuse and Neglect History Check from Washington for Texas Child Care Regulation:

Complete the Signature Page

- Click on the link to the <u>WA Abuse and Neglect History Check Signature Page</u>
- Enter your name on the *Signature Page*
- Print out the *Signature Page* and sign and date it
 Note: Your signature and the date MUST be handwritten
- Scan the *Signature Page* and save it as a PDF to your computer

Submit the Signature Page to the CBCU

- Create an email with the *Subject* line "Abuse and Neglect History Check Needed from Washington"
- Copy and paste the following text into the message and provide the following information:

A WA Abuse and Neglect History Check is needed for the following person:

- Name:
- SSN:
- Last address in Washington:

Note: If you do not remember the exact address, list the city in which you previously lived

- Attach the WA Abuse and Neglect History Check Signature Page as a PDF
- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Submit the Request to WA – After the CBCU sends the *Confirmation Receipt* by email

- Print out the WA Abuse and Neglect History Check Confirmation Receipt
 Note: If you are a current Washington resident, the CBCU will not send you an
 email with a Confirmation Receipt and no fee is required. The CBCU submits the
 request to Washington for Washington residents.
- Make out a check or money order in the amount of \$20 made payable to: *DCYF*
- Send the *Confirmation Receipt* and payment by mail within five business days to:

Department of Children, Youth, and Families ATTN: Fiscal PO Box 40970 Olympia, WA 98504-0970

Confirm Submission of Request to the CBCU

 Copy and paste the following text into an email with the *Subject* line "WA Abuse and Neglect History Request Submitted" and provide the following information:

This message is to confirm that I have mailed the *Confirmation Receipt* and payment to Washington for the **WA Abuse and Neglect History Check**:

- Name:
- SSN:
- Date Mailed:
- Send the email confirming that the Washington request has been submitted by mail to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to Washington may result in your background check being closed due to non-compliance.

Washington sends the results to the CBCU by email within a couple of weeks.

Contact Information for Washington Abuse and Neglect History

Website: WA Child Abuse and Neglect (CAN) History Checks

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

WA – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

Washington processes name-based Criminal History Checks through an online portal and charges an \$11 fee. Submit a request to Washington in the online portal.

Follow the steps below to request a Criminal History Check from Washington for Texas Child Care Regulation:

Submit the Request in the WA Portal

- Go to the <u>Washington Access to Criminal History</u> website
- Click on the link to Establish a New Credit Card Account
- Submit a request for a *Name and Date of Birth* background check and pay the \$11 fee

Retrieve Results

- Washington provides you the results immediately in the portal
- Print or save the results as a PDF to a folder on your computer

Submit Results to the CBCU

• Send the results to the CBCU by either:

 Scanning them and sending as a PDF attachment by email (preferred) with the *Subject* line "WA Criminal History Results" to <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "WA Criminal History Results" on the cover sheet to 512-406-0503

Washington provides the results to you immediately in the online portal. You must forward the results to the CBCU by following the instructions above.

Contact Information for Washington Criminal History

Website: Washington Access to Criminal History

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

West Virginia

WV – ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Care Employees and Volunteers

West Virginia requires the request to be submitted by mail. Complete the request form and send it to West Virginia by mail.

Exceptions:

✤ Minors: West Virginia does not perform Abuse and Neglect History Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.

Follow the steps below to request an Abuse and Neglect History Check from West Virginia for Texas Child Care Regulation:

Complete the Request Form

- Print out the <u>WV Authorization and Release for Protective Services Record Check</u> <u>-Agencies/Providers Out-of-State</u> request form
- Fill in the fields of the request form as follows:
 Note: You must use blue ink:
 - *Name* Enter your first, middle, and last name
 - *Birth Date* Enter your DOB as mm/dd/yyyy
 - Social Security Number Enter your SSN
 - *Current Home Address* Enter your address
 - If you have not lived at your current address for 5 years, please list the address for your location in the last 5 years – Enter your previous address in West Virginia
 - List maiden names and all aliases Enter all alternate names you have used
 - Agency Name Enter "Texas Health and Human Services –CBCU"
 Note: Do not enter the child care operation

- Agency Address Enter "P.O. Box 149030 Mail Code: 121-7 Austin, TX 78714-9030"
- Agency Phone Number Enter "512-438-4898"
- *Certification* List any previous child abuse or neglect investigations by the state, approximate month and year of investigation, the allegation, and the outcome
- Leave the rest of the form blank
- Sign and date the request form

Submit the Request to WV

 Send the request form by mail to: APS/CPS Background Check Unit 350 Capitol Street, B-18 Charleston, WV 25301

Confirm Submission of Request to the CBCU

 Copy and paste the following text into an email with the *Subject* line "WV Abuse and Neglect History Request Submitted" and provide the following information: This message is to confirm that I have mailed the request form to West Virginia

for the **WV Abuse and Neglect History Check**:

- Name:
- o SSN:
- Date Mailed:
- Send the email confirming that the West Virginia request has been submitted by mail to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to West Virginia may result in your background check being closed due to non-compliance.

West Virginia sends the results to the CBCU by mail within several weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

Contact Information for West Virginia Abuse and Neglect History

Website: Request an APS and CPS Background Check

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Foster or Adoptive Parents and Household Members

West Virginia requires the request to be submitted by mail. Complete the request form and send it to West Virginia by mail.

Exceptions:

✤ Minors: West Virginia does not perform Abuse and Neglect History Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.

Follow the steps below to request an Abuse and Neglect History Check from West Virginia for Texas Child Care Regulation:

Complete the Request Form

- Print out the <u>WV Authorization and Release for Protective Services Record Check</u> for Adoption & Foster Care request form
- Fill in the fields of the request form as follows:
 Note: You must use blue ink:
 - *Name* Enter your first, middle, and last name (Do not use initials)
 - Birth Date Enter your DOB as mm/dd/yyyy

- Social Security Number Enter your SSN
- *Current Home Address* Enter your address
- If you have not lived at your current address for 5 years, please list the address for your location in the last 5 years – Enter your previous address in West Virginia
- List maiden names and all aliases Enter all alternate names you have used
- Agency Name Enter "Texas Health and Human Services –CBCU"
- Agency Address Enter "P.O. Box 149030 Mail Code: 121-7 Austin, TX 78714-9030"
- o Agency Phone Number Enter "512-438-4898"
- *Certification* List any previous child abuse or neglect investigations by the state, approximate month and year of investigation, the allegation, and the outcome
- Leave the rest of the form blank
- Sign and date the request form

Submit the Request to WV

• Send the request form by mail to:

APS/CPS Background Check Unit 350 Capitol Street, B-18 Charleston, WV 25301

Confirm Submission of Request to the CBCU

 Copy and paste the following text into an email with the *Subject* line "WV Abuse and Neglect History Request Submitted" and provide the following information:

This message is to confirm that I have mailed the request form to West Virginia for the **WV Abuse and Neglect History Check**:

- Name:
- o SSN:
- Date Mailed:

 Send the email confirming that the West Virginia request has been submitted by mail to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to West Virginia may result in your background check being closed due to non-compliance.

West Virginia sends the results to the CBCU by mail within several weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

Contact Information for West Virginia Abuse and Neglect History

Website: <u>Request an APS and CPS Background Check</u>

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

WV – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

The CBCU does not require a separate Criminal History Check from West Virginia due to this state's participation in the National Fingerprint File (NFF).

The CBCU automatically closes these background checks in our system so no further action is required.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Wisconsin

WI – ABUSE AND NEGLECT HISTORY CHECK

Wisconsin has the same process for child care and foster and adoptive purposes and requires the CBCU to submit the request. Contact the CBCU to start the background check process.

Exception:

 Minors: Wisconsin does not perform Abuse and Neglect History Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.

Follow the steps below to request an Abuse and Neglect History Check from Wisconsin for Texas Child Care Regulation:

Initiate Request – Contact the CBCU to initiate the request

- Create an email with the *Subject* line "Abuse and Neglect History Check Needed from Wisconsin"
- Copy and paste the following text into the message and provide the following information:

- Name:
- SSN:
- Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

A **WI Abuse and Neglect History Check** is needed for the following person:

Wisconsin sends the results to the CBCU by email within a couple of weeks.

Contact Information for Wisconsin Abuse and Neglect History

Website: WI Milwaukee County Child Protective Services

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

WI – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

Wisconsin processes name-based Criminal History Checks through an online portal and charges a \$7 fee. Submit the request to Wisconsin in the online portal.

Follow the steps below to request a Criminal History Check from Wisconsin for Texas Child Care Regulation:

Submit the Request in the WI Portal

- Go to the <u>Wisconsin Online Record Check System</u> portal and select the **Public** Access tab
 - Click on the Submit Request button (See the <u>Anonymous User Submits</u> <u>A Background Request</u> training guide for instructions with screenshots)
 - Select "General" from the *Background Check Type* drop-down menu
 - Fill in the fields of the **Person 1** section with your information and click **Submit**
 - Checkout page Click the Submit Payment button
 - e-Payment Services login page Select Pay Without Registering

- Make a Payment page:
 - Enter your credit card or bank information
 - Click **Continue**
- **Review Payment** page Look over your information for accuracy and:
 - Click **Confirm** if correct
 - Click the *Back* link if there is an error and make any corrections
- **Confirmation** page:
 - Copy your *Confirmation Number* or click *print this page*
 - Click **Continue**
- **Payment Status** page:
 - Click *Print* to print your receipt
 - Click *View Results*
- Request Results page Check the *Result Status* column for "Completed"
 - Refresh the page in 1-2 minutes until "Completed" displayed
 - Select the *I have read and understand the above "Explanation About How to Understand this Response"* checkbox
 - Click Back To Results
 - Click View Rapsheet
- If the results are not ready or you want to review them again:
 - Return to the <u>Wisconsin Online Record Check System</u> login page and select the **Public Access** tab
 - Enter the *Order Reference Number* from your receipt into the blank field
 - Click Search
- Print or save the results as a PDF to your computer

Submit Results to the CBCU

- Send the results to the CBCU by either:
 - Scanning them and sending as a PDF attachment by email (preferred) with the *Subject* line "WI Criminal History Results" to CBCUBackgroundChecks@hhs.texas.gov

Note: Do not send us links to documents saved to cloud storage (such as a Google Drive folder) as we are unable to access these documents due to our network security.

-OR-

 Faxing it and entering "WI Criminal History Results" on the cover sheet to 512-406-0503

Wisconsin provides the results to you immediately in the online portal. You must forward the results to the CBCU by following the instructions above.

Contact Information for Wisconsin Criminal History

Website: WI Background Check & Criminal History Information

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Wyoming

WY – ABUSE AND NEGLECT HISTORY CHECK

Wyoming has the same process for child care and foster and adoptive purposes through an online portal. Contact the CBCU to start the background check process.

Follow the steps below to request an Abuse and Neglect History Check from Wyoming for Texas Child Care Regulation:

Initiate Request – Contact the CBCU to initiate the request

- Create an email with the *Subject* line "Abuse and Neglect History Check Needed from Wyoming"
- Copy and paste the following text into the message and provide the following information:

A WY Abuse and Neglect History Check is needed for the following person:

• Name:

• SSN:

Send the email to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Submit the Request in the WY Portal

- Check your Inbox for a message from *WY DFS Central Registry*
- Copy the **OTP** number listed in the message
- Click on the link in the email to open the request form
- Enter the **OTP** number and click the **Verify** button
- Fill in the fields of the request form online with your personal information.
- Submit the request form for processing

Confirm Submission of Request to the CBCU

- Copy and paste the following text into an email with the *Subject* line "WY Abuse and Neglect History Request Submitted" and provide the following information: This message is to confirm that I have submitted the WY Abuse and Neglect History request in the WY portal:
 - Name:
 - SSN:
 - Date Submitted:
- Send the email confirming that the Wyoming request has been submitted online to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

Note: Failing to notify the CBCU that you have submitted your background check request to Wyoming may result in your background check being closed due to non-compliance.

Wyoming sends the results to the CBCU by email within a couple of weeks.

Contact Information for Wyoming Abuse and Neglect History

Website: Wyoming Central Registry

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

WY – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

The CBCU does not require a separate Criminal History Check from Wyoming due to this state's participation in the National Fingerprint File (NFF).

The CBCU automatically closes these background checks in our system so no further action is required.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Fingerprinting Process for Out-of-State Checks

If you have lived in another state within the last five years, you may be required to submit a copy of your fingerprints to that state as part of the Criminal History Check. **This is separate from the fingerprinting process for the Fingerprint Check required by Texas.** Your scanned fingerprints taken at IdentoGO for your Texas Fingerprint Check cannot be used for an Out-of-State Criminal History Check.

Other states require you to submit your prints on a standard fingerprint card. You must:

- Contact <u>local law enforcement</u> or <u>IdentoGO</u> to schedule an appointment to be fingerprinted on a standard fingerprint (FD-258) card as outlined below.
 Note: Request multiple copies of your fingerprints, if possible, in case the other state rejects your first set of prints. (Louisiana requires the submission of two fingerprint cards each time).
- Enter your personal identifying information and signature on the FD-258 card.
- Send your fingerprint card and completed Criminal History Check request form to the other state by mail.

LOCAL LAW ENFORCEMENT

Some local law enforcement agencies provide ink-and-roll fingerprinting services, often at no cost. However, many law enforcement agencies have placed restrictions on fingerprinting due to COVID-19. Contact your local police department and county sheriff's office and ask if they will fingerprint you. Explain that you must submit your fingerprints on an FD-258 card to another state for the purpose of a background check.

If the law enforcement agency is able to fingerprint you but indicates they do not have any FD-258 cards on file, send an email requesting fingerprint cards to: <u>CBCUBackgroundChecks@hhs.texas.gov</u>

If none of the local law enforcement agencies provide fingerprinting services, schedule an appointment with IdentoGO.

IDENTOGO

IdentoGO provides a service that digitally collects your fingerprints and prints them on a standard fingerprint (FD-258) card. IdentoGO charges a fee for this process. Follow the steps below to schedule a **Fingerprint Card** appointment:

- 1) Go to the **IdentoGO Fingerprint Card** webpage
- 2) Click on the **<u>Schedule Appointment</u>** button
- 3) Click on Schedule or Manage Appointment
- 4) Enter your personal identifying information to schedule an appointment **Note:** You do not need a Service Code or UEID for this process.
- 5) Click on <u>What do I need to bring to enrollment?</u> to determine what forms of identification you must take to your appointment