

## **Child Care Fingerprint Criminal History Check Instructions**

National Criminal History Record Checks are NOT expedited for any reason.

Fingerprints are required to be eligible for a license, employment or volunteering (completing a practicum) in a Child Care program in Nebraska. The Nebraska State Patrol will not process your request for fingerprinting to obtain a National Criminal Background Check until the Licensure Unit has received your application for the check. **Application forms will be submitted to the college, Arts & Science Division Office, room V14.** An SCC Administrative Assistant will submit your application to DHHS Children's Services Licensing.

### ***ALL ECED DECLARED STUDENTS WILL COMPLETE THE APPLICATION FORM!***

**Step 1. Complete the Child Care Fingerprint Criminal History Check Application Page 1 ONLY;**

- **Complete all information on Page 1 and read each question carefully! Sign and date the form.**
  - **If you are already employed in the child care field pay special attention to **Question #3** on the form! Your results from your child care employee check will be sent to Southeast Community College.**
  - Deliver the completed Application in person to the Arts & Sciences Division Office, room V-14 (8800 O Street location) and given to Division Administrative Assistant Jessica Vetter.
- OR
- Scan in full-size format and email to [jvetter@southeast.edu](mailto:jvetter@southeast.edu)

All forms must be filled out neatly, completely and accurately! Be sure to answer each question carefully!!

Failure to meet these guidelines will result in a processing delay!

OVER to Page 2

***Proceed to Step 2 if you have not been fingerprinted for work in child care.***

**Step 2. Schedule an appointment at a Nebraska State Patrol Office (4600 Innovation Drive – (402)479-4971, Lincoln, NE)**

**Visit – <https://statepatrol.nebraska.gov/services/fingerprinting> to schedule an appointment.**

*1. Click on “Services” tab at the top of the page – select “Fingerprinting” - Scroll down location choices and select “Lincoln-Troop H 4600 Innovation Drive” then proceed to schedule your appointment.*

**Bring to your Finger Printing Appointment:**

- a. Take one form of PHOTO ID with you to the Nebraska State Patrol Office when getting your fingerprints. Acceptable forms of ID include a driver's license, visa, passport or other document showing that you are here legally in the U.S.

Once you have been Finger Printed by the Nebraska State Patrol you will then receive a results letter from the State of Nebraska Department of Health and Human Services indicating your eligibility to volunteer/complete a practicum in a child care program. Retain this letter in a safe place for future use. Your results are also sent to SCC to retain in our files.

***PLEASE NOTE: Criminal History Record Information will be sent from the Nebraska State Patrol to DHHS Department of Public Health (DPH). DPH will make a determination whether or not an individual is eligible to own or be employed in a Child Care Program. DPH will notify Child Care Program listed on the Application of the eligibility determination.***

