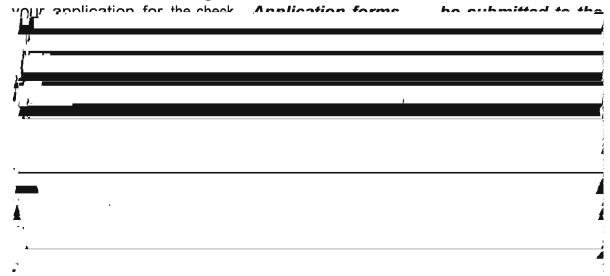
### Child Care Fingerprint Crimi al History Check Instructions

#### 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



An SCC Administrative

Assistant will submit your application to DHHS Children's Services Licensing.

# ALL EC DECLAR S TS L COMPLETE E APPLICATION FOR !

## Step 1. Complete the Child Care Fingerprint Criminal History Check Application .

- ➤ Complete all information on <u>Page 1</u> and read each question carefully! Sign and date the form.
- If you are already 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

## Proceed to <u>Step 2</u> if you <u>have not</u> 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://s/s/sappointment.

to schedule an

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.

nt:

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.

