

## Child Care Fingerprint Criminal 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 your application for the check. *Application forms* be submitted to the



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 Page 1 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

