



Staff or Volunteer (Applicant) Instructions for a Comprehensive Background Check (CBC) Request

(Give this to applicant)

Dear Applicant:

Please follow the steps below to complete your application for a new comprehensive background check (CBC) or request to add/transfer programs to your current CBC clearance.

You must complete and submit the following to your permittee:

- Statewide Central Register (SCR) Database Check Form – download form, complete, sign and date
- Affirmation and Authorization Form - sign and date
- Applicant Worksheet

Federal law requires child care staff and volunteers to submit a new CBC every five years or if there is break in service longer than 180 days. If you need a new CBC:

- You or the permittee should schedule a fingerprint appointment
- You get fingerprinted at an Identogo center
- You submit the fingerprint receipt to the permittee