**NYC** Health

# Group Child Care Program Checklist: Comprehensive Background Check Request for Staff or Volunteers

Follow this checklist to submit a comprehensive background check (CBC) request for a new or existing staff or volunteer (applicant), or for an applicant with a current CBC clearance requesting to add or transfer programs. Federal and state laws require child care staff and volunteers to complete a new CBC every five years. A new CBC is also required for new staff or volunteers or if there is break in service longer than 180 days.

☐ **Step 1: Gather information for the New York City Health Department of Health and Mental Hygiene (NYC Health Department) online background check request form.**

Information you will need to complete the form includes:
- Is this a new or existing staff person?
- What is the applicant's role at the program? (choices: assistant teacher, board member, education director, group teacher, medical staff, owner, volunteer/student, other role)
- Your program's DCID number
- DCID number(s) for additional program(s) to associate with the applicant's CBC, if applicable
- Program contact person (name, email address and phone number) if there are questions about the CBC request.

☐ **Step 2: You or applicant schedules a fingerprint appointment, and applicant gets fingerprints taken.**

A CBC request requires the applicant's fingerprints be checked against New York State and federal criminal records databases for applicants who have not been fingerprinted, or those who were fingerprinted before September 25, 2019.
- Fingerprinting is available at IdentoGO Centers, which are located throughout the five boroughs as well as outside of NYC.
- To make a fingerprint appointment, visit **uenroll.identogo.com**. For more information and instructions on the fingerprint process, visit **nyc.gov/doi** and search for **fingerprinting**. When scheduling the appointment:
    - o Enter the Service Code 157XX3 when scheduling the appointment for non-Department of Education (DOE)-contracted programs.
    - o DOE-contracted programs will receive their service code from DOE. If you are a DOE-contracted program and have questions about fingerprinting, email **earlychildhoodpolicy@schools.nyc.gov**.

- The applicant should get a fingerprint receipt at the appointment and submit it to you. You will need to upload it with the NYC Health Department's online background check request form.

An applicant with a current CBC clearance requesting to work at another program does not need to complete step 2 but is required to provide proof of fingerprinting.

☐ **Step 3: Applicant completes paperwork and returns it to you.**
Give applicant the forms and worksheet, available at **nyc.gov/health/childcare**. These can be completed on paper or electronically and returned to you.

☐ **Step 4: Review the paperwork.**
Review the applicant's paperwork to make sure it is complete, including signed where required. You will need:
1. Signed authorization and affirmation form
2. Applicant worksheet. The worksheet contains private information and should be kept in a secure location or shred if no longer needed.
3. Fingerprint receipt dated on or after September 25, 2019. Required for new CBC requests.
4. Statewide Central Register (SCR) Database Check Form (LDSS-3370)

☐ **Step 5: Complete the NYC Health Department online background check request form.**
☐ Complete the online background check request form at **nyc.gov/health/childcare** for the applicant.
- Be sure the applicant's name matches the name on the identification proof provided at the fingerprint appointment.
- Upload electronic copies of:
    1. Signed authorization and affirmation form
    2. Signed SCR Database Check form (LDSS-3370) and
    3. The fingerprint receipt

☐ **Step 6: Submit the Statewide Central Register (SCR) Database Check Form.**
☐ If the applicant is an education director or from a program applying for a new permit, or an inactive program or a program issued an order to close, do not complete the SCR Online Clearance System Form. Mail or drop off the applicant's SCR Database Check Form (LDSS-3370) and $25 payment by money order or bank check to your borough office.
☐ All others, log in to your **NY.gov** ID account to complete the SCR Online Clearance System Form. Use the completed SCR Database Check Form. If you do not have an account, or cannot access your account, contact your borough office.

After you submit a CBC application, you will receive an email confirmation with a copy of your submitted form and the application number. Keep this receipt for your records.