



School-Based Child Care Program Checklist: Background Check Request for Staff and Volunteers

Follow this checklist to submit a background check request for a staff or volunteer.

Step 1: Staff/volunteer (applicant) gets fingerprints taken and gets a receipt.

Applicant should follow instructions on the applicant checklist to schedule a fingerprint appointment and get fingerprints taken.

- If the program is a Department of Education (DOE)-contracted program then they will receive their Service Code from DOE. If the DOE-contracted program has questions about fingerprinting, they should email earlychildhoodpolicy@schools.nyc.gov.

The applicant should get a fingerprint receipt at the appointment. A copy of the receipt will need to be uploaded with the application.

Step 2: Applicant completes paperwork.

Applicant reviews applicant checklist and completes the authorization and affirmation form and worksheet on paper or electronically. These are available at nyc.gov/health/childcare.

Step 3: Review the paperwork.

Review paperwork below to make sure it is complete, including signed where required.

1. Signed authorization and affirmation form
2. Applicant worksheet
3. Fingerprint receipt dated on or after September 25, 2019

Step 4: Complete the New York City Department of Health and Mental Hygiene (NYC Health Department) online background check request form.

Complete the online background check request form at nyc.gov/health/childcare. Make sure you have your program's DCID number. Be sure to use the applicant's name as printed on the fingerprint receipt to avoid processing delays. Upload electronic copies of the signed authorization and affirmation form and the fingerprint receipt.

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