

Child Care Fingerprint Criminal History Check Instructions

National Criminal History Record Checks are NOT expedited for any 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 will be submitted to the college, Arts & Science Division Office, room V14.** An SCC Administrative Assistant will submit your application to DHHS Children's Services Licensing.

ALL ECED DECLARED STUDENTS WILL COMPLETE THE APPLICATION FORM!

Step 1. Complete the Child Care Fingerprint Criminal History Check Application Page 1 ONLY;

- Complete all information on Page 1 and read each question carefully! Sign and date the form.
- If you are already employed 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 jvetter@southeast.edu

All forms must be filled out neatly, completely and accurately! **Be sure to answer each question carefully!!**

Failure to meet these guidelines will result in a processing delay!

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Proceed to Step 2 if you have not 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://statepatrol.nebraska.gov/services/fingerprinting> to schedule an appointment.

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.

Bring to your Finger Printing Appointment:

- 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.

Step 3. OPTIONAL If you are **NOT** near a Nebraska State Patrol Troop location you may be finger printed at your local police or sheriff's office. If a non-electronic printing method is used you will need to mail the finger printing card (with ink prints) to;

Nebraska State Patrol-Criminal Identification Division
4600 Innovation Drive
Lincoln NE 68521

*If a fee is required, payment must be made to the Nebraska State Patrol. If payment is not made, background checks will not be processed.

Once you have been Finger Printed by the Nebraska State Patrol you will then receive a results email/letter from the State of Nebraska Department of Health and Human Services indicating your eligibility to volunteer/complete a practicum in a child care program. Retain this letter in a safe place for future use. Your results are also sent to SCC to retain in our files.

PLEASE NOTE: Criminal History Record Information will be sent from the Nebraska State Patrol to DHHS Department of Public Health (DPH). DPH will make a determination whether or not an individual is eligible to own or be employed in a Child Care Program. DPH will notify Child Care Program listed on the Application of the eligibility determination.