INSTRUCTIONS FOR NATIONAL CRIMINAL HISTORY RECORD CHECKS

**National Criminal History Record Checks are NOT expedited for any reason.**

Fingerprints are required to be eligible for a license or employment in a Child Care in Nebraska. The Nebraska State Patrol will not process your request for fingerprinting to obtain a national criminal background check until you have paid the required fee to the State Patrol and the Licensure Unit has received your application for a national criminal history record check.

*Steps to completing the Nebraska Child Care Licensing Fingerprinting process.*

1. **Complete the Child Care Fingerprint Criminal History Check Application Form and either:**
   - Deliver in person to the Arts & Sciences Division Office room V-14 and give 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! Failure to meet these guidelines will result in a processing delay!

2. **Pay the Fee of $45.25 to the Nebraska State Patrol:** There are 2 ways to pay for fingerprint processing at the Nebraska State Patrol:
   a. **Credit Card/E-Check:** Pay $45.25 by credit card at [www.ne.gov/go/nsp](http://www.ne.gov/go/nsp).
      This is an internet pay site through Pay Port. Credit/debit card OR checking account and routing information will be required. A small transaction fee will be added to your payment. For some payments, selection of e-Check will give you a discount on your transaction fee.
      *(The website will ask you to select the type of payment you are making. Under 'transaction type’ you need to choose CCDBGA. You will then need to enter the applicant’s name, date of birth or the last 4 digits of applicant’s social security number (optional). If a company is paying for an applicant; the applicant’s information needs to be entered on this page. The second page of the website will ask for information about the payer, which may or may not be the applicant.)*
   b. **Check or Money Order:** Payment of $45.25 must be paid directly to:
      Nebraska State Patrol, ATTN: CID, 3800 NW 12th ST, STE A, Lincoln NE 68521.

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Two Options for Fingerprinting

Option 1 – Preferred Option
3. Schedule an appointment at a Nebraska State Patrol Office (see attached Troop
   Headquarter locations) and complete the FINGERPRINTING PROCESS as follows:
   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.
   b. Bring your original Child Care Fingerprint Criminal History Check Application
      Form with you!
      It is highly recommended that you go to a NE State Patrol location for finger
      printing!!

Option 2 – May have additional fee You will be responsible for either
   mailing a copy of your prints or delivering in person to the Nebraska State Patrol 3800
   NW12th St. Lincoln, NE 68521 office.

3. If a Nebraska State Patrol Office is not near to you go to another agency (County
   Sherriff’s Department)
   c. There are 2 ways to capture your fingerprints:
      • Live Scan: Live Scan is available at all Nebraska State Patrol
        locations listed below and the fingerprints are captured
        electronically and sent electronically to the CID for processing. If
        you are out-of-state and Live Scan is available, have them print 2
        copies of your prints to be forwarded to the NE CID.
      • Ink and Paper Finger Prints: Applicants outside of Nebraska or at
        an office other than the below listed State Patrol offices have
        traditional ink and paper fingerprinting. A copy of your finger prints
        would then need to be delivered to the Nebraska State Patrol!

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.
**Offices of the Nebraska State Patrol**  
**And the Days/Hours that Fingerprinting is Conducted**

<table>
<thead>
<tr>
<th>Troop A</th>
<th>Monday through Friday 8:00 a.m. to 4:00 p.m. (walk-in only)</th>
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</table>
| 4411 S 108th ST  
Omaha NE 68137  
Phone: 402-331-3333 | |

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<tr>
<th>Troop B</th>
<th>Monday through Thursday 8:30 a.m. to 4:00 p.m. (appointment required)</th>
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</thead>
</table>
| 1401 Eisenhower AVE  
Norfolk NE 68701  
Phone: 402-370-3456 | |

| Troop C | Tuesday 9:00 a.m. to 4:00 p.m.,  
Wednesday 8:30 a.m. to 4:00 p.m. and Thursday 9:00 a.m. to 1:30 p.m. (all times - appointment required) |
|---------|--------------------------------------------------------------------------------------------------|
| 3431 W Old Potash Highway  
Grand Island NE 68803  
Phone: 308-385-6000 | |

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<tr>
<th>Troop D</th>
<th>Monday – Thursday 8:00 a.m. to 4:00 p.m. (appointment required)</th>
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</table>
| 300 West South River Rd  
North Platte NE 69101  
Phone: 308-535-6604 | |

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<tr>
<th>Troop E</th>
<th>Monday - Thursday 8:00 a.m. to 4:00 p.m. and (appointment required)</th>
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</table>
| 4500 Avenue I  
Scottsbluff NE 69361  
Phone: 308-832-1211 | |

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<tr>
<th>Troop H</th>
<th>Monday - Friday 8:00 a.m. to 4:00 p.m. (appointment required)</th>
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</table>
| Investigative Services Center  
3800 NW 12th ST STE A  
Lincoln NE 68521  
Phone: 402-479-4971 | |

**This mandatory National Criminal History Record Check for Child Care is required of all persons working in/with children in child care settings and practicum experiences in licensed child care facilities/homes in the State of Nebraska.**

**This fingerprinting process is NOT a part of the SCC required Criminal Background Check process and is not covered by financial aid.**

**This process is an ECED Program requirement effective October 1, 2019.**

Nebraska Revised Statute §71-1912 ... (5)(a) A person applying for a license as a child care provider or a licensed child care provider under the Child Care Licensing Act shall submit a request for a national criminal history record information check for each child care staff member, including a prospective child care staff member of the child care provider, at the applicant's or licensee's expense, as set forth in this section. Beginning on October 1, 2019, a prospective child care staff member shall submit to a national criminal history record information check (i) prior to employment, except as otherwise permitted under 45 C.F.R. 98.43, as such regulation existed on January 1, 2019, or (ii) prior to residing in a family child care home. A child care staff member who was employed by a child care provider prior to October 1, 2019, or who resided in a family child care home prior to October 1, 2019, shall submit to a national criminal history record information check by October 1, 2021, unless the child care staff member ceases to be a child care staff member prior to such date. (b) A child care staff member shall be required to undergo a national criminal history record information check not less than once during each five-year period. A child care staff member shall submit a complete set of his or her fingerprints to the Nebraska State Patrol. The Nebraska State Patrol shall transmit a copy of the child care staff member's fingerprints to the Federal Bureau of Investigation for a national criminal history record information check. The national criminal history record information check shall include information concerning child care staff members from federal repositories of such information and repositories of such information in other states, if authorized by federal law for use by the Nebraska State Patrol. The Nebraska State Patrol shall issue a report to the department that includes the information collected from the national criminal history record information check concerning child care staff members. A child care staff member being screened shall pay the actual cost of the fingerprinting and national criminal history record information check. The department and the Nebraska State Patrol may adopt and promulgate rules and regulations concerning the costs associated with the fingerprinting and the national criminal history record information check. The department may adopt and promulgate rules and regulations implementing national criminal history record information check requirements for child care providers and child care staff members.
PRIVACY ACT STATEMENT

Authority: The FBI’s acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI’s Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI’s Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Applicant Notification and Record Challenge

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34. You can find additional information on the FBI website at https://www.fbi.gov/about-us/cjis/background-checks
State of Nebraska
Public LiveScan Locations

The below Nebraska State Patrol locations have LiveScan capability and will fingerprint citizens as a public service for no charge. Each location has specific hours of operation and may require making an appointment prior to being fingerprinted. Please call ahead to confirm hours of operation and (if required) to make an appointment.

- Lincoln: Criminal Identification Division – 3800 NW 12th Street, Lincoln, NE 68521 – (402)479-4971
- Omaha: Troop A Headquarters – 4411 South 108th Street, Omaha, NE 68137 – (402)331-3333 (Walk-ins only)
- Norfolk: Troop B Headquarters – 1401 Eisenhower Ave, Norfolk, NE 68701 – (402)370-3456
- Grand Island: Troop C Headquarters – 3431 Old Potash Highway, Grand Island NE 68803 – (308)385-6000
- North Platte: Troop D Headquarters – 300 W. South River Road, North Platte NE 69101 – (308)535-8047
- Scotts Bluff: Troop E Headquarters – 4500 Avenue I, Scottsbluff, NE 69363 – (308)632-1211

The below agencies have LiveScan capability and may provide fingerprinting services for the public. Please contact agencies directly to obtain information about their fingerprinting services and fees (if applicable).

- Alliance: Box Butte County Sheriff’s Office – 512 Niobrara Avenue, Alliance, NE 69301 – (308)762-6464
- Aurora: Hamilton County Sheriff’s Office – 715 12th Street, Aurora, NE 68818 – (402)694-6936
- Beatrice: Gage County Detention Center – 612 Lincoln Street, Beatrice, NE 68310 – (402)223-1382
- Blair: Washington County Sheriff’s Office – 1535 Colfax Street, Blair, NE 68008 – (402)426-6864
- Broken Bow: Custer County Jail – 116 S. 11th, Broken Bow, NE 68822 – (308)872-6418
- Columbus: Platte County Jail – 1125 E. 17th, Columbus, NE 68601 – (402)563-4274
- Dakota City: Dakota County Sheriff - 1601 Broadway, Dakota City, NE 68731 – (402)987-2176
- David City: Butler County Sheriff – 451 N 5th Street, David City, NE 68632 – (402)367-7400
- Fairbury: Jefferson County Jail – 606 3rd Street, Fairbury, NE 68352 – (402)729-2284
- Grand Island: Hall County Sheriff’s Office – 110 Public Safety Drive, Grand Island, NE 68802 – (308)385-5211
- Hastings: Adams County Jail – 540 W. 4th, Hastings, NE 68901 – (402)461-7181
- Holdrege: Phelps County Sheriff’s Office – 715 5th Avenue, Holdrege, NE 68949 – (308)995-5692
- Kearney: Buffalo County Sheriff’s Office – 1417 1st Avenue, Kearney, NE 68847 – (308)233-5281
- Lincoln: Lincoln Police Department – 575 S. 10th Street, Lincoln, NE 68508 – (402)441-7217
- Madison: Madison County Sheriff’s Office – 1313 N. Main Street, Madison, NE 68748 – (402)454-3311, x163
- McCook: Red Willow County Sheriff’s Office – 516 Norris Avenue, McCook, NE 69001 – (308)345-1850
- Nebraska City: Otsego County Jail – 1021 Central Avenue, Nebraska City, NE 68410 – (402)873-9560
- Neligh: Antelope County Jail – 1102 L Street, Neligh, NE 68756 – (402)887-4148
- North Platte: Lincoln County Sheriff’s Office – 302 N. Jeffers, North Platte, NE 69101 – (308)535-9542
- Ogallala: Keith County Sheriff’s Office – 103 E. 5th Street, Ogallala, NE 69153 – (308)284-4772
- Omaha: Omaha Police Department – 505 S. 15th Street, Omaha, NE 68102 – (402)444-5600
- O’Neill: Holt County Jail – 204 N. 4th Street, O’Neill, NE 68763 – (402)336-2850
- Papillion: Sarpy County Jail – 1208 Golden Gate Drive, Papillion, NE 68046 – (402)593-2299
- Pender: Thurston County Jail – 106 5th Street, Pender, NE 68047 – (402)385-3018
- Plattsmouth: Cass County Jail – 303 Avenue A, Plattsmouth, NE 68048 – (402)296-9377
- Sidney: Cheyenne County Jail – 1000 10th Avenue, Sidney, NE 69162 – (308)254-2922
- Valentine: Cherry County Justice Center – 365 N. Main, Valentine, NE 69021 - 402-376-1890
- Wahoo: Saunders County Corrections – 387 N. Chestnut Street, Wahoo, NE 68066 – (402)443-3718
- Wilbur: Saline County Law Enforcement Center – 911 S. Main Street, Wilbur, NE 68465 – (408)821-2111
- York: York County Sheriff’s Office – 510 Lincoln Avenue, York, NE 68467 – (402)362-6628

NOTE: The above information is subject to change at any time and without notice. Please confirm the accuracy of the information with each agency directly.