INSTRUCTIONS FOR OBTAINING BACKGROUND CHECKS FOR OAHU – CHILD CARE LICENSING

Hawaii Revised Statutes (HRS) Sections 346-151 and 346-154 require all DHS licensed child care providers and adult household members of family and group child care homes and staff of group child care centers to complete the required background checks, including criminal and adult or child abuse/neglect records clearance. The initial background check also includes Federal and State fingerprint checks. (Note: If an individual has left the State of Hawaii or has been away from child care for 180 consecutive days or more, the individual shall be required to complete a fingerprint check again.)

The background check process shall be initiated by each individual by completing and signing the DHS 948 (05/15), "Authorization for Background Check and to Release Findings" form. Once this form is completed, follow these steps, depending on your situation:

PART I: INITIAL REQUESTORS REQUIRING FINGERPRINT CHECK:

1. For Child Care Center providers, please designate **one** person as the **Contact Person** to schedule fingerprint appointments for multiple staff. The Contact Person or individual shall call **one** of the units closest to the individual's home or child care facility to schedule fingerprint appointments at the following offices:

Downtown First-To-Work Unit 1
333 N. King Street, Room 100
Honolulu, HI 96817
Phone: 587-3850

Downtown First-To-Work Unit 2
677 Queen Street, Suite 400A
Honolulu, HI 96813
Phone: 587-5250

Kailua First-To-Work Unit
354 Uluniu Street, Room 401
Kailua, HI 96734
Phone: 266-9551

Wahiawa First-To-Work Unit
1008 California Ave., Building B
Wahiawa, HI 96786
Phone: 622-6314

Waianae First-To-Work
601 Kamokila Blvd., Room 138
Kapolei, HI 96707
Phone: 692-7760

Waipahu First-To-Work Unit
94-275 Mokuola Street, Room 105
Waipahu, HI 96797
Phone: 675-0081

Child Care Licensing Unit I
Pohulani Elderly Housing Project
677 Queen Street, #400A
Honolulu, HI 96813
Phone: (808) 587-5266

Child Care Licensing Unit II
Waipahu Civic Center
94-275 Mokuola St., Rm. 203
Waipahu, HI 96797
Phone: (808) 675-0470

2. The FBI fingerprinting may be conducted at the following DHS office location:
(Write the office location, date & time given by the DHS staff member)

_____

_____

The designated Contact Person should call to cancel as soon as the individual knows that he/she cannot keep the appointment. Appointment cancellations and rescheduling must be done via the same DHS Office where the original appointment was scheduled.

3. All persons requiring background checks must complete Page 1 and Page 2, Part I.A. through I.E. of the DHS 948 (05/15) form, prior to presenting themselves at the DHS office for processing.

4. Please be *on time,* since appointments are scheduled every 15 minutes. Individuals will be rescheduled if they are **more than 5 minutes late**.

5. The FBI charges **$14.75** fee for each fingerprint clearance request for child care purposes. At the time of fingerprinting, each individual must provide a **Cashier's Check** or **Money Order** payable to: **Hawaii Criminal Justice Data Center**. One (1) money order/cashier's check may be submitted for two or more individuals who fingerprint at the same time. **Cash and Personal checks will not be accepted**. Note: Checks must be for the *exact amount* as the DHS office does not give out change.

6. Individuals will be rescheduled if they do not have the correct form or amount of payment.

7. **At the time of your appointment you must have the following in hand:**

   a) Current Government issued Identification (ID) with a photograph that is current, valid and unexpired, such as:
   - State-issued Driver's License
   - State-issued ID card – Non Driver
   - Uniformed Services ID Card
   - USCIS – Permanent Resident Card (I-551)
   - USCIS – Employment Authorization Card (I-766) - Work Visa
   - US Passport or US Passport Card
   - Foreign Passport with Appropriate Immigration Document(s)

   If a primary form of identification is unavailable, individuals will need to provide at least two (2) **secondary** identification documents such as:
   - State Government Issued Birth Certificate
   - Social Security Card
   - School ID with photo
   - Government Issued Marriage Certificate
   - Citizenship (N-560) or Naturalization (N-550)Certificate

   b) Completed and signed DHS 948 (05/15) form.

   c) Money order or cashier's check of **$14.75** made payable to: **Hawaii Criminal Justice Data Center.** *No other forms of payment will be accepted.*

8. Individuals will sign-in for their scheduled appointment in the sign-in log at the DHS office. Designated staff will then provide further instructions to the fingerprinting process.

PART II: ANNUAL CRIMINAL HISTORY REQUIREMENTS

All licensed child care providers and their adult household members, and center staff shall submit the completed and signed DHS 948 (05/15) form and return it to their assigned child care licensing office for processing. Note: If an individual has left the State of Hawaii or has been away from child care for 180 consecutive days or more, the individual shall be required to complete a fingerprint check again. Notify your licensing worker if this applies.

PART III: CHILD AND ADULT ABUSE/NEGLECT CLEARANCE REQUESTORS

The completed DHS 948 (05/15) form shall also be used by the Department of Human Services to conduct a child and adult abuse/neglect history check clearance.

ANY QUESTIONS REGARDING THE RESULTS OF CRIMINAL HISTORY CHECK CLEARANCES SHALL BE DIRECTED TO THE DEPARTMENT OF HUMAN SERVICES, AND NOT TO THE HAWAII CRIMINAL JUSTICE DATA CENTER. PLEASE CONTACT YOUR ASSIGNED CHILD CARE LICENSING WORKER.