

INSTRUCTIONS FOR OBTAINING BACKGROUND CHECKS ON OAHU FOR 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 child care center staff to be processed for background checks, including criminal history and adult or child abuse/neglect records clearance. The initial check requires that fingerprints be forwarded to the Federal Bureau of Investigation for a national records check; thereafter, only a record check of local files will be required annually. (Note: If an individual has left the State of Hawaii or has been away from child care for six consecutive months or more, the individual shall be required to undergo a fingerprint check again.)

The background check process shall be initiated for each individual by completing and signing a DHS 948 (08/19/13) "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:

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.

3. All persons requiring background checks must complete Page 1 and Page 2, Part I.A. through I.E. of the DHS 948 (08/19/13) 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.

6. The FBI charges \$16.50 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 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.
7. Individuals will be rescheduled if they do not have the correct form of payment.
8. **At the time of your appointment you must have the following in hand:**
 - a) Current Government issued Identification (ID) with a photograph.
 - b) Completed and signed DHS 948 (08/19/13) form.
 - c) Money order or cashier's check of \$16.50 made payable to: **Hawaii Criminal Justice Data Center.**
9. 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 (08/19/13) form and return it to their assigned child care licensing office for processing.

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 THE ASSIGNED DHS UNIT AT _____.
(Office Phone #)

PART III: CHILD AND ADULT ABUSE/NEGLECT CLEARANCE REQUESTORS

The completed DHS 948 (08/19/13) form shall also be used by the Department of Human Services to conduct a child and adult abuse/neglect history check clearance.