

CHILD CARE LICENSING - INSTRUCTIONS FOR ANNUAL BACKGROUND CHECKS

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 background check process shall be initiated by your assigned Child Care Licensing Unit by sending you a form DHS 948 (8/19/13) "Authorization for Background Check and to Release Findings" to sign and complete and returned to your licensing office for processing.

Note: No fingerprinting is required for annual clearances, unless an individual has left the State of Hawaii or has been away from child care for six consecutive months or more, then the individual must undergo a fingerprint check again.

Please notify your child care licensing worker if this applies.

Any questions regarding the results of background checks shall be directed to the Department of Human Services and not to the Hawaii Criminal Justice Data Center. Please contact the assigned Child Care Licensing Worker.