**INSTRUCTIONS FOR BACKGROUND CHECKS FOR**

**OAHU CHILD CARE SERVICES (SUBSIDIES)**

Hawaii Revised Statutes (HRS) Sections 346-152.5 and 346-154 requires all child care providers (and their household members) who are caring for DHS subsidized children 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.

The background check process shall be initiated by each individual by completing and signing the DHS 948 (09/16), “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 license-exempt child care centers, please designate **one** person as the **Contact Person** to schedule fingerprint appointments for multiple staff.
2. First-To-Work (FTW) clients’ providers should contact the client’s assigned FTW worker to confirm at which office to schedule the fingerprint appointment.
3. The Contact Person or individual shall call one of the units or the selected unit below to schedule and complete fingerprint appointments by (date) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** :

**Downtown First-To-Work Unit 2 Wahiawa First-To-Work Unit**

**677 Queen Street, Suite 400A 1008 California Ave., Building B**

**Honolulu, HI 96813 Wahiawa, HI 96786**

**Phone: 587-5250 Phone: 622-6314**

**Kailua First-To-Work Unit Waipahu First-To-Work Unit**

**354 Uluniu Street, Room 401 94-275 Mokuola Street, Room 105**

**Kailua, HI 96734 Waipahu, HI 96797**

**Phone: 266-9620 Phone: 675-0081**

**Waianae First-To-Work Child Care Licensing Unit II**

**601 Kamokila Blvd., Room 138 94-275 Mokuola Street, Room 203**

**Kapolei, HI 96707 Waipahu, HI 96797**

**Phone: 692-7760 Phone: 675-0470**

**Child Care Licensing Unit I**

**Pohulani Elderly Housing Project**

**677 Queen Street, #400A**

**Honolulu, HI 96813**

**Phone: (808) 587-5266**

1. The FBI fingerprinting may be conducted at the following DHS office location:

(Write the office location, date & time given by the DHS staff member)

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 The designated Contact Personshould 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.

1. All persons requiring background checks must complete Page 1 and Page 2, Part I.A. through I.E. of the DHS 948 (09/16) form, prior to presenting themselves at the DHS office for processing.
2. 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 **$12.00** 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:**

1. 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 (09/16) form.

 c) Money order or cashier's check of **$12.00** 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 license-exempt child care providers, their adult household members, and exempt-center staff shall submit the completed and signed DHS 948 (09/16) form and return it to their assigned Subsidy or DHS office for processing. Note: If an individual has left the State of Hawaii or has been away from child care for six (6) consecutive months or more, the individual shall be required to complete a fingerprint check again. Notify DHS if this applies.

**PART III: CHILD AND ADULT ABUSE/NEGLECT CLEARANCE REQUESTORS**

The completed DHS 948 (09/16) form shall also be used by the Department of Human Services to conduct child and adult abuse/neglect history check clearances.

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 Subsidy Worker.