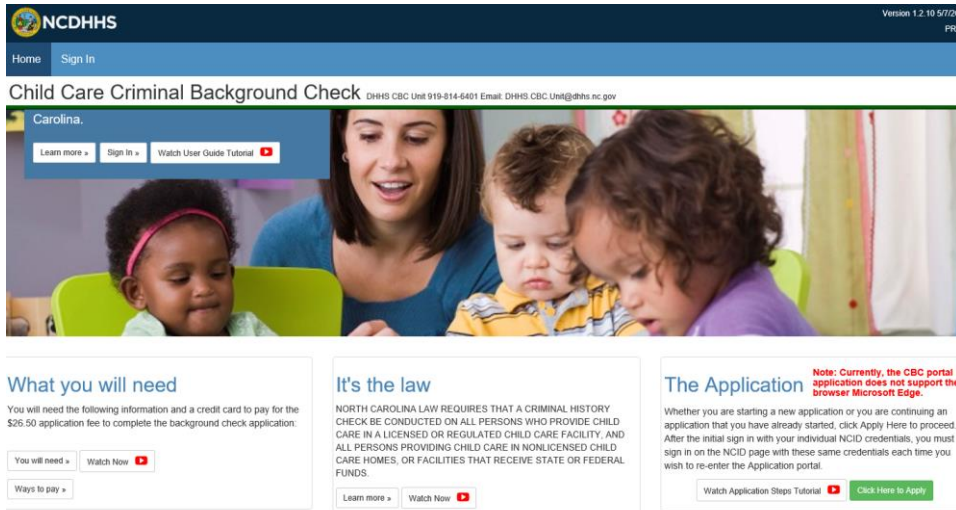


Preschool Criminal Background Check

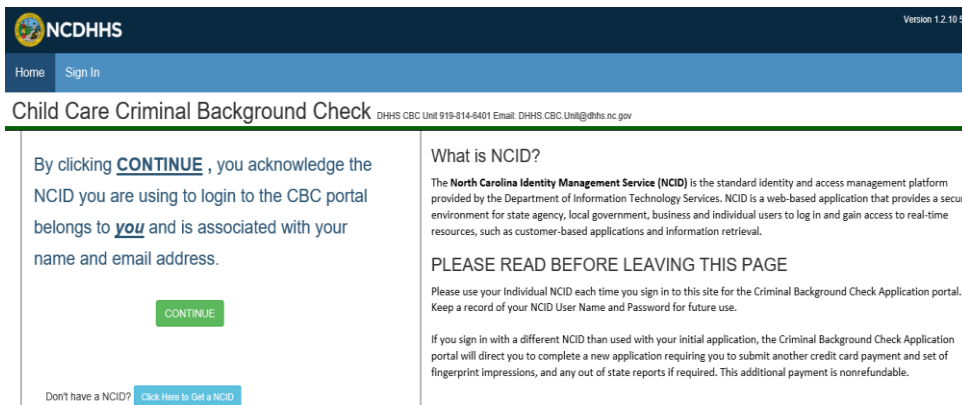
- 1) Obtain your Individual NCID
- 2) Go to the DCDEE website at <https://ncchildcare.ncdhhs.gov/>
- 3) Under the “Find Out More” box on the right middle side of the page, select “Criminal Background Check Portal”



- 4) Select “Click Here to Apply” in the box on the right labeled “The Application”



- 5) Read the next page and click the green “Continue” box



6) Sign in with your NCID username and password and click "Sign In"

The screenshot shows the NCDHHS website header with the logo and navigation links for Home and Sign In. The main heading is "Child Care Criminal Background Check" with contact information. The sign-in section includes fields for "NCID User Name" and "Password", a "Sign In" button, and links for "Forgot your NCID?" and "Forgot your password?". A "Don't have a NCID?" link points to "Click Here to Get a NCID". To the right, a "What is NCID?" section explains the service and includes a "PLEASE READ BEFORE LEAVING THIS PAGE" warning. The page footer shows "Version 1.2.10 5/7/2019" and "PROD".

7) Enter your information on this screen and when finished, click "Next"

The screenshot shows the information entry page of the NCDHHS website. It includes fields for "First Name", "Middle Name", "Last Name", and "Suffix". There is a checkbox for "Check box if no Middle Name" and a question "Do you have other names?". Below these are fields for "Gender" (Female/Male), "WFID", and "Ethnicity". A blue banner states: "The following information is permanent. You will not be able to update your Social Security Number and Date of Birth after verifying this page." Below this are fields for "SSN" and "Date of Birth" (Month, Day, Year). A "Next »" button is at the bottom left. The page footer shows "Version 1.2.10 5/7/2019" and "PROD".

8) Verify your information on the next page.

9) The next page has your current information. Make sure it is correct.

10) On the next page, click "Renew Now/Start New Application" on the left

11) Enter (or edit) your home address. Click "next".

12) Enter/confirm your contact information. Click "next"

13) Enter your facility information and update any previous information listed.

14) Check all 3 release questions. When you have, the "next" button is available. Click this.

15) Verify your information is correct and click "Submit".

16) Enter payment information and submit. Click "Yes" when it asks you if you are sure.

17) An approval message will pop up. Click "Next"

Child Care Criminal Background Check DHHS CBC Unit 919-814-6401 Email: DHHS.CBC.Unit@dhhs.nc.gov

Information about Your Payment



Thank you! Your payment has been processed successfully!

Click NEXT to Transmit Your Application to the Criminal Background Check Unit and to Print Forms for Fingerprinting.

Next »

- 18) Click "Next".
- 19) Right click to select "Print"
- 20) Print the forms.
- 21) Close the window. In the middle of the page select "Print Payment Receipt".

Take this information, your ID, and any forms given to you by WS/FCS to the Forsyth County Sherriff's Department when you are fingerprinted.

NOTE: If you have lived out of state, select "Out of State Information: under "Helpful Links"

Click on the Out-Of-State Background Request pdf to download and print. Under that link, you can select the state and see the requirement for those states.

The Sheriff's Department will give you the fingerprinting card. Sometimes digital submission does not work. If it does not, you will receive a call and you will be required to submit the card and the Fingerprinting forms in hard copy. **KEEP THEM UNTIL THE CLEARANCE LETTER IS AVAILABLE IN YOUR ACCOUNT.**