

# Criminal Background Check Procedures for North Carolina Child Care

North Carolina Law requires that a criminal history record check be conducted on all persons who provide child care in a licensed child care facility and all persons providing child care in non-licensed child care homes that receive state or federal funds. Each prospective child care operator and provider (which includes any household member), age 16 and older, must complete the criminal background check and have a valid CBC Qualification letter prior to:

- Being hired by a child care facility
- Receiving a license to own or operate a child care facility
- Becoming a household member of a Family Child Care Home (FCCH) or Center in a residence  
Moving into a FCCH, or center in a residence
- Working as a substitute in a child care facility
- Working as an uncompensated provider who will be counted in staff/child ratio or left alone with children in a child care facility

A Qualification letter is valid for three years from the date of qualification. Each child care provider and household member age 16 and older must re-submit forms to complete the criminal background check every three years thereafter. All providers are required to maintain a valid qualification letter to continue to work or have residency in a child care facility. The forms to complete the criminal background check for requalification may be submitted up to six months prior to the expiration date.

1. To complete an online Criminal Background Check (CBC) application go to:  
[www.ncchildcare.nc.gov/general/dhhsrsc.asp](http://www.ncchildcare.nc.gov/general/dhhsrsc.asp)
2. Review the tutorials on the CBC website PRIOR to entering any information
3. Every applicant needs their own individual NCID
  - Remember your NCID login and password
  - DO NOT share an NCID with ANYONE!
4. Include all names on your application - including maiden name and any other alias names you have used.
  - The payment for a Criminal Background Check is part of the online application process. The fee is \$26.50 and can be paid using MasterCard, VISA, or American Express
5. Fingerprints must be submitted through LIVESCAN at your local county Sheriff's Office
6. Do not mail release forms to DCDEE unless you are under the age of 18, are submitting a manual fingerprint card, or are also submitting an out of state criminal record check
7. If you have not lived in North Carolina for all parts of the last 5 years, you must obtain the following from ALL states and countries in which you have lived:
  - Criminal Record Check for the state(s) and countries you have lived in
  - A check of the child abuse and neglect registries (typically done through the county department of social services) for the state(s) and countries you have lived in

If you have any questions regarding your Criminal Background Check application or the process, please contact a Division representative in the Criminal Background Check Unit directly at 919-527-6620 or dial the toll-free number at 1-800-859-0829 and ask for the Criminal Background Check Unit.