

# Background Check Process and Timeline

Activity	Estimated Time
1. Individual completes application for Central Background Registry (CBR) – online or paper - \$35 fee to Office of Child Care.	Day one
2. Office of Child Care (OCC) central office staff process applications in the order they are received and conduct background checks.	1 to 3 business days
3. OCC mails letter requesting fingerprints for FBI check and documents with directions for completing fingerprinting process.	Same day as checks
4. Individual goes online to schedule a fingerprinting appointment with Fieldprint Fingerprinting Services. All sites that offer Fieldprint services are open a minimum of 40 hours per week so background checks can be completed as soon as individual is able. \$12.50 Fieldprint fee.	2-3 business days if appointment is made when letter is received
5. Fingerprints are transmitted electronically same day as fingerprint capture by Fieldprint to the State Police where they verify the quality of the electronic capture.	Same day as appointment
6. Office of Child Care runs daily report of individuals whose fingerprints are completed.	1 business day
7. Once the fingerprints have been captured, the OCC may “conditionally enroll” the individual in the CBR pending results of the FBI check. A letter is sent to the individual notifying them of conditional enrollment. Individuals may begin employment as soon as they are conditionally enrolled and linked to a licensed facility	2 business days for letter to arrive
8. Approximate number of days to conditional enrollment	10 business days, maybe less
9. State Police runs fingerprints against Criminal History Record.	1 business day
10. State Police submit prints electronically to the FBI . Fingerprints are then destroyed. State and federal law prohibits keeping prints on file. Once the FBI check is completed and all other checks are approved, the individual will be enrolled in Central Background Registry.	2-3 business day turnaround
11. Letter sent to individual notifying them of completed enrollment in the background registry.	2-3 business days

**Total:** 16 business days or less

There are a number of circumstances that may cause a delay in the process.

- Rejected or unreadable prints. Individuals are notified if they need to have their prints re-captured. This is typically a low number of individuals.
- Background check specialists compile results of all the background checks and make a determination if additional information is needed for enrollment or denial of enrollment.

**If the Office of Child Care receives your renewal application 14 or more days in advance of expiration, your Central Background Registry enrollment remains active during the background check process.**