

Policy and Instructions for Criminal Background Records

Updated July 2007

The Accreditation Application must include a favorable review of state records concerning child abuse and criminal background status and FBI fingerprint records concerning child abuse and criminal background status for the provider. The criminal background records must be obtained within three (3) years prior to the date of the application.

If the regulatory agency completes both a state criminal background check and an FBI fingerprint criminal background check, a copy of the current family child care license verified by NAFCC to be in good standing, may be used in lieu of the criminal background records. The records must be completed within the 3 year time frame.

If the regulatory agency does not complete one or more of these records, it is the provider's responsibility to obtain them.

FEDERAL

If your regulatory agency does not obtain an FBI fingerprint record, you must obtain one directly from the FBI. **Obtaining this record will take up 18 weeks.** You may call the FBI Criminal Justice Information Service Division at 304-625-3878 to request an information packet or you can download it from the web site www.fbi.gov. Click on [Fingerprints](#) (under "Learn About Us" in left hand column). Under "All About Fingerprints" click [Requesting Your Fingerprint Record/Rap Sheet](#). Scroll down to "How to Request a Copy of Record" and follow the instructions listed there.

*If NAFCC's instructions do not work, the website may have changed. Please feel free to contact your Accreditation Specialist with questions regarding these instructions.

The FBI will need the following to process the request:

- A signed letter explaining that the record is needed for personal use, and the applicant's complete mailing address. Click on [cover letter](#) to use the form on the website.
- A current set of the applicant's 10 rolled and 4 flat fingerprint impressions. This service is usually available at a law enforcement agency. The fingerprint card must include the applicant's name, date and place of birth. You can print a card from the FBI website using card stock or regular printer paper.
- A certified check or money order in the amount of 18.00 U.S. dollars, signed where required, and made payable to the Treasury of the United States. You may pay by credit card on the website.
- Mail these items to:

**FBI CJIS Division – Record Request
1000 Custer Hollow Road
Clarksburg, West Virginia 26306**

The FBI will mail the results directly to you. Once you receive the results, make a copy of front & back for your records and **send the original to NAFCC**. If you would like the original record back, please enclose a self-addressed-stamped envelope and it will be mailed back to you.

STATE

To find out how to obtain a state criminal background check, contact your local regulatory agency, law enforcement agency, or courthouse.

Once you have obtained the results, make a copy and send to NAFCC.

