

## Checklist for Foster & Adoptive Parents DHHS - Criminal Background Check Unit

This is a tool to ensure complete and accurate paperwork. **Do not send it to DHHS.**

Applicant's Name: \_\_\_\_\_

Date Submitted to Raleigh: \_\_\_\_\_

1. **BUBBLE SHEET-DHHS 001** (must be submitted for every applicant)

- Included with packet
- It is the original (no photocopies) and it is not torn, folded or mutilated in any way
- It is filled out completely (front and back) and with a #2 pencil
- The social security number and date of birth is complete and matches what is on the fingerprint card
- Authority For Release is signed by the applicant in pen on the back of the form.
- Name on the bubble sheet/release is correct & exactly the same as shown on the fingerprint card

2. **FINGERPRINT IMPRESSIONS** (must be submitted for every applicant)

**FD-258 Applicant Fingerprint Cards**

- Included with packet
- Correct type of card (Applicant FD 258)
- All personal data, including signature, date of birth and social security number are complete
- Fingerprints were rolled by a trained professional (local law enforcement agency)
- Only one (1) card has been submitted
- Name on card is correct & exactly the same as shown on the bubble sheet

**OR**

**LIVE SCAN FORMS** (submitted when prints are taken electronically & a fingerprint card is not submitted)

- Included with packet **and** fingerprint card has not been submitted
- Correct type of forms (for foster care OR adoption)
- The form has been signed by the applicant, law enforcement agency and authorized agency official
- Name on forms is correct & exactly the same as shown on the bubble sheet.

### **IMPORTANT ADDITIONAL INFORMATION (Please Read)**

Please ensure your agency complies with all State and federal requirements regarding the access and dissemination of information gained through fingerprint check results provided to the Department of Health and Human Services by the Federal Bureau of Investigation and North Carolina State Bureau of Investigation. Failure to do so could result in access denial and compliance issues.

Please ensure all staff, including any new hires, have completed the North Carolina State Bureau of Investigation **Regulations Regarding Receipt of Criminal History Record Information** form. This form must be completed, signed and on file with the Department of Health and Human Services Criminal Background Check Unit and SBI **prior** to any staff having access to the criminal history information. Additional forms may be obtained by contacting the foster care/adoption team at (919)527-6620 or DHHS.CBC.Unit@dhhs.nc.gov.