

General Information For Foster & Adoptive Parents

Department of Health and Human Services

Criminal Background Check Unit

What To Submit

1. DHHS – 001 (bubble sheet)
2. 1 Fingerprint Card (Applicant FD-258) or Live Scan Release and Applicant Forms

PLEASE NOTE: Live Scan release and applicant forms are specific to each program. The foster care Live Scan release and applicant form is different than the one that is required for adoptive parents. Also, agencies submitting prospective parents' fingerprint impressions via **Live Scan** must send in the completed Live Scan forms with all the other required paperwork as soon as possible. Failure to do so will delay notification of the fingerprint check.

Results of the fingerprint check will not be released until all required forms are complete and on file with DHHS.

Where to Submit

- Mailing address: DHHS Criminal Background Check Unit
2201 Mail Service Center
Raleigh, NC 27699-2200
Attention: Foster Care/Adoption Team
- Unit phone number: (919)527-6620 or (800)859-0829 (in state only)
- Unit email address: DHHS.CBC.UNIT@dhhs.nc.gov
- Contact Names: Christy Alston, Foster Care/Adoption Program Coordinator
Susan Saltys, Foster Care/Adoption Program Processor

Things to Remember When Submitting CBC Paperwork

- Please ensure all paperwork is complete and accurate before submitting the information to Raleigh (cover letter, bubble sheet and fingerprint impressions – either FD-258 fingerprint card or Live Scan release and applicant forms)
- Full, legal name of applicant is written/signed exactly the same on all paperwork. **Do not use** nicknames or middle names as first names. If a name is **hyphenated**, it must be hyphenated on all paperwork.
- Only one (1) Applicant FD 258 fingerprint card is submitted and the card is not altered (white out, etc.). Applicant FD-258 fingerprint cards are the only type of paper fingerprint cards that are accepted.
- Live Scan release and applicant form are program specific so please ensure the correct program is chosen.
- Make sure all required signatures are completed and correct all paperwork (SBI release, fingerprint card, Live Scan forms).
- Make sure the social security number and date of birth are complete and the same on both the bubble sheet and fingerprint card/Live Scan forms.