

Instructions for Fingerprint-based Background Checks for Child Care Providers

Providers are required to request background checks with the use of fingerprinting for themselves and their staff to include: all licensed child care facilities, licensed family child care providers, and Child Care Subsidy Program (CCSP) license-exempt child care providers (excluding CCSP relative child care providers). As required by Federal law (45 C.F.R. § 98.43), all adults (18 years and older) residing in the location where child care services are being provided, any individuals whose activities involve the care or supervision of children or who have unsupervised access to children, and the child care provider him/herself must submit to background checks with the use fingerprinting as described below.

What is the Cost

This process is at no cost providers. The Office of Child & Family Services (OCFS) is currently covering the cost through Child Care and Development Block Grant (CCDBG) funds.

Instructions for Fingerprinting Maine Applicant Printing Network

Follow the steps outlined below to complete the fingerprinting process:

1. Using your computer web browser, go to <https://www.identogo.com/>, scroll down to either “Find the nearest Identogo center” to search by zip code or “Search for services by state” to search by state. Select “Digital fingerprinting”.
2. If you do not have access to the internet, you may call toll-free at **(855)-667-7422** to schedule an appointment. If you call, you will be asked to provide information instead of completing these steps yourself.
3. Click “Schedule a New Appointment” and choose the language you wish to use for scheduling (English or Spanish).
4. Choose the proper employing or licensing agency (**DHHS Child Care**) as your Agency Name and click “go”.
5. Choose the proper Applicant Type (Licensed Facility, Family Child Care, or License Exempt Provider) and click “go”.
6. Select your reason for fingerprinting, OCA, or other identifying numbers required by your employing or licensing agency clicking “go” after each.
7. Select the location where you want to be fingerprinted. You may choose a region of the state, click on the map, or enter a zip code to get a list of locations in a specific area. Press “go”
8. Click on the words, “Click to Schedule” across from the location you want, under the day you wish to be fingerprinted. If you want a date further in the future, click the “Next Week>>” link to display more dates. Once you select the location/date combination, select the time for your appointment and click “go”.

9. Complete the demographic information page. Required fields are indicated by a red asterisk (*). When complete, click "Send Information".
10. Confirm the information. Follow the on-screen directions to make any changes necessary. Once you see the data is correct, click "Send Information".
11. Print your confirmation page.
12. Bring approved identification documents with you to the appointment. These approved document options are identified on your confirmation of your appointment.
13. Arrive at the facility at your appointed date and time.
14. The Enrollment Officer at the site will check your ID, verify your information, verify payment, capture your fingerprints, and submit your data. This normally takes less than five minutes.
15. You will receive a signed receipt at the end of your fingerprinting session which can be provided to your agency for proof of fingerprinting, if needed.
16. All results will be processed and delivered to OCFS for processing by the Maine State Bureau of Identification (SBI). Identogo is never in possession of criminal record data results.