



# BACKGROUND CHECK CHECKLIST

## NEW PROVIDERS

### 1. BECOME A REGULATED PROVIDER/APPLY FOR REGULATION

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- Fill out and submit an application packet for regulation. The application packet can be requested at <https://dcf.wisconsin.gov/cclicensing/startcc>

### 2. SUBMIT FINGERPRINT REQUESTS FOR INITIAL STAFF

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- Submit a *Background Check Request* (BCR) form for each caregiver, noncaregiver employee, household member over age 10, and volunteers used to meet required ratios. The paper BCR can be found at <https://dcf.wisconsin.gov/files/forms/doc/5296.docx> and should be submitted to your regional licensing office.
- Follow the Fieldprint instruction letter, once received, to schedule a fingerprint appointment.
  - Instructions for scheduling can also be found at <https://dcf.wisconsin.gov/files/ccregulation/pdf/fieldprint-fingerprint-appointment.pdf>
  - Instruction letters are mailed within one (1) business day of processing the BCR.
  - Remember to use the unique code assigned to each individual only once.
  - A processing fee of \$39.00 will be collected at time of scheduling.
  - Two (2) forms of ID must be presented at time of appointment.
- Attend the scheduled appointment. Any missed appointment will require another \$7.75 fee to reschedule. Please call Fieldprint at (877) 614-4364, before your scheduled appointment, to reschedule without a fee.
- \*If there are no live Fieldprint locations within 35 miles, Fieldprint will mail a fingerprint card kit which can be processed at your local law enforcement agency. (Rolled prints may incur additional fees).

### 3. WAIT FOR APPROVAL OF NEW STAFF

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- Notice of preliminary eligibility will be mailed within 5-7 days of the Department of Children and Families receiving the results of the fingerprint check.
  - They will be mailed to the facility address on the initial application packet.
  - Preliminary eligibility allows an individual to work with children while under periodic direct observation of another person who has obtained final eligibility through a DCF fingerprint-based background check.
- Final eligibility will be determined in approximately 45 business days. Notices will be mailed to the facility address and the background check subject's home address.

### 4. ONCE REGULATED, USE THE CHILD CARE PROVIDER PORTAL (CCPP)

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- Once approved for regulation, apply for CCPP access at <https://dcf.wisconsin.gov/childcare/provider-portal/ccpp-access> and follow the instructions.
- All future background check requests should be processed through the CCPP.
- Remember to budget \$39.00 for every five (5) years for each caregiver's, noncaregiver employee's, or household member's fingerprint-based background check.

The Department of Children and Families is an equal opportunity employer and service provider. If you have a disability and need to access services, receive information in an alternate format, or need information translated to another language, please contact the Bureau of Early Care Regulation at [dcfclicreg@wisconsin.gov](mailto:dcfclicreg@wisconsin.gov) or (608) 421-7550. Individuals who are deaf, hard of hearing, deaf-blind or speech disabled can use the free Wisconsin Relay Service (WRS) – 711 to contact the department.