

GETTING CRIMINAL BACKGROUND CHECKS (CBCS) (REV. 03/16)

BESE Bulletin 139 requires family child care providers and in-home child care providers participating in CCAP to provide fingerprint based criminal background checks (CBCs) for certain individuals. Below are instructions on how to get the required CBCs.

1. **Download the forms:** Download a Criminal Background Check Authorization Form (CCAP 16E) from the Department's website found at <https://www.louisianabelieves.com/docs/default-source/child-care-providers/criminal-background-check-authorization---ccap-16e.pdf?sfvrsn=2>.
2. **Complete the forms:** Complete TWO copies of the CCAP 16E form for EACH of the following individuals.

Family Child Care Providers

- provider
- all adults living at the location where care is provided
- all adults employed in, and all adults employed on the property where care is being provided.

In-Home Child Care Providers

- provider
- all non-caregiver adults living at the location where care is provided (A caregiver is any person legally obligated to provide or secure care for a child, including a parent, legal custodian, foster home parent, or other person providing a residence for the child.)
- all adults employed in, and all adults employed on the property where care is being provided

Complete two (2) copies of the form for each person that needs a CBC, one to submit to Provider Certification with your CCAP application and one to keep until Provider Certification staff notifies you to go to your local sheriff's office to obtain the Live Scan CBCs.

3. **Visit the Sheriff's Office:** Provider Certification will contact you and give you a time frame in which all individuals requiring the Live Scan CBCs must take their completed forms to the local sheriff's office in order to scan their fingerprints electronically and pay the fee for fingerprinting and the CBC.

You will be required to pay all fees associated with the CBCs and fingerprinting; therefore, you should contact your local sheriff's office to get the total costs and acceptable payment methods. Do NOT send money orders or any other form of payment for CBCs to Provider Certification.