

INSTRUCTIONS FOR OBTAINING CRIMINAL HISTORY AND CHILD ABUSE/NEGLECT RECORD CLEARANCES

Hawaii Revised Statutes (HRS) Sections 346-151 and 346-154 require all DHS licensed child care providers and adult household members of family and group child care homes and child care center staff to be processed for a criminal history and child abuse/neglect records clearance. In addition, HRS Section 346-14 requires all child care providers who are caring for DHS subsidized children to be processed for a criminal history and child abuse/neglect records clearance. The initial clearance requires that fingerprints be forwarded to the Federal Bureau of Investigation for a national records check; thereafter, only a record check of local files will be required annually. (Note: If an individual has left the State of Hawaii or has been away from child care for six consecutive months or more, the individual shall be required to undergo a fingerprint check again.)

The criminal history records clearance process shall be initiated for each individual by completing and signing a DHS 948 (08/07) "Consent to Release For Background Clearances And Disposition Of Findings" form. Once this form is completed, follow these steps, depending on your situation:

PART I: INITIAL REQUESTORS REQUIRING FBI CLEARANCE:

1. For Family Child Care and Child Care Center providers, please designate one person as the **Contact Person** for criminal history records clearance. The Contact Person shall be the only one to call and make appointments.
2. The Contact Person shall call the **Insights to Success (ITS) "Call Center"** to schedule fingerprint appointments at the following numbers:
 - **For Oahu: (808) 532-8322**
 - **For Neighbor Islands: 1(877) 532-8322 (toll free)**
3. The FBI fingerprinting may be conducted at the following DHS office location:
(Write the office location, date & time given by the ITS Call Center)

The Contact Person should call to cancel as soon as the individual knows that he/she cannot keep the appointment.

4. All persons are required to complete Page 1 and Page 3 (Parts II and III) of the DHS 948 (08/07) form, prior to presenting themselves at the DHS office for processing.

5. Please be on time since appointments are scheduled every 15 minutes. Individuals will be rescheduled if they are more than 5 minutes late.
6. The FBI charges **\$19.25** for each fingerprint clearance request for child care purposes. At the time of fingerprinting, each individual must provide a **Cashier's Check** or **Money Order** payable to: **Hawaii Criminal Justice Data Center**. One money order/cashier's check may be submitted for two or more individuals who fingerprint at the same time. Cash and Personal checks **will not be accepted**. Checks must be for the exact amount as the DHS office does not give out change.
7. Individuals will be rescheduled if they do not have the correct form of payment.
8. **At the time of your appointment you must have the following in hand:**
 - a) Current Government issued Identification (ID) with picture.
 - b) Completed and signed DHS 948 (08/07) form (For only licensed child care providers and their adult household members, and center staff).
 - c) Money order or cashier's check of **\$19.25** made payable to: **Hawaii Criminal Justice Data Center**.
9. Individuals will sign-in for their scheduled appointment in the sign-in log at the DHS office. Designated staff will then provide further instructions to the fingerprinting process.

PART II: ANNUAL CRIMINAL HISTORY REQUIREMENTS

1. All licensed child care providers and their adult household members, and center staff shall submit the completed and signed DHS 948 (08/07) form and return it to the assigned child care licensing office for processing.
2. All child care providers who are caring for DHS subsidized children, including their adult household members, and center staff, shall submit the completed and signed DHS 948 (08/07) form and return it to the assigned DHS office for processing.

ANY QUESTIONS REGARDING THE RESULTS OF CRIMINAL HISTORY CHECK CLEARANCES SHALL BE DIRECTED TO THE DEPARTMENT OF HUMAN SERVICES, AND NOT TO THE HAWAII CRIMINAL JUSTICE DATA CENTER. PLEASE CONTACT THE ASSIGNED CHILD CARE LICENSING or First-To-Work (FTW) UNIT AT _____.
(Office Phone No.)

PART III: CHILD ABUSE/NEGLECT CLEARANCE REQUESTORS

The completed DHS 948 (08/07) form shall, also, be used by the Department of Human Services to conduct a child abuse/neglect history check clearance.