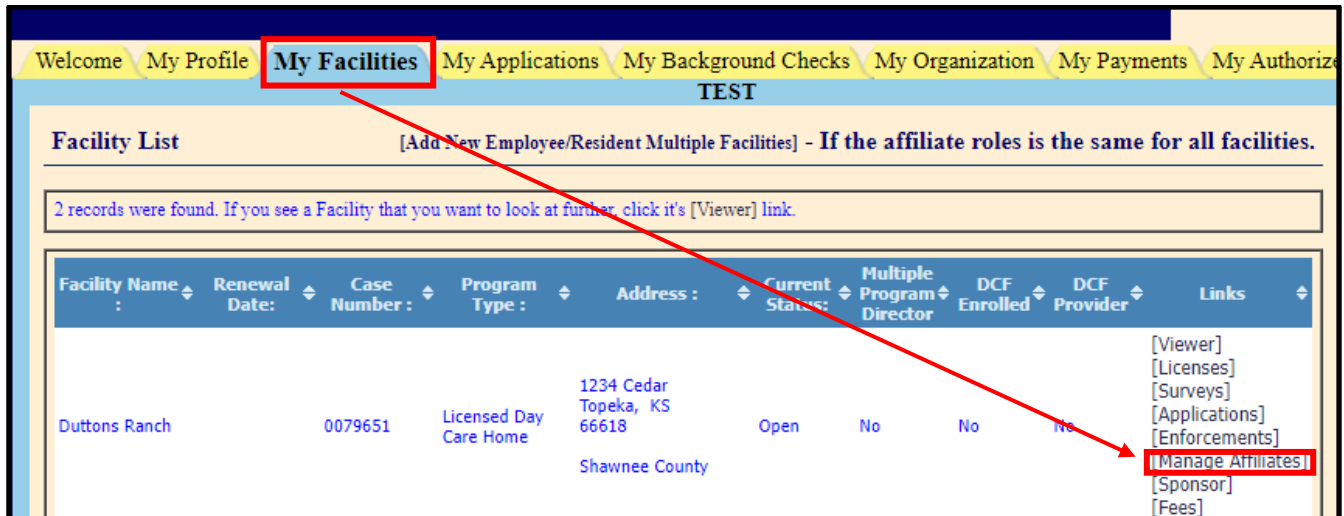


**How to find your child care staff's KDHE Person ID# so they can submit their fingerprint waiver form online and not have to mail the completed waiver to KDHE Child Care Licensing (CCL).**

1. Login to the provider portal at: <https://claris.kdhe.state.ks.us:8443/claris/public/publicAccess.3mv>
2. Click on **[My Facilities]**.



3. Find the facility that your staff works at and click on the **[Manage Affiliates]** link for that facility.



4. Scroll down the page to your list of affiliates located under the yellow box. Find the affiliate's name.
  - The **KDHE Person ID#** is located in the 6<sup>th</sup> column. This number is needed by the affiliate to register and submit their fingerprint waiver online.
  - The **OCA#** required on the fingerprint card is located in the 3<sup>rd</sup> column in from the end of the row.

**\*\*ATTENTION\*\*:** To authorize an affiliate access to view, edit and expire the facility information and add, edit or remove an affiliate's information:

1. The affiliate must first have an email address.
2. The affiliate cannot have an "In Processing" Review Status.
3. Click [Authorize Access] in the Links column below to authorize the affiliate.
4. The authorized affiliate will receive two emails: 1.) with username; 2.) with temporary password.
5. The person authorizing an affiliate will be copied on the username notification email.

NOTE: If you do not receive any emails, please check your Spam/Junk folder and if you still do not find the email(s), please contact Child Care Licensing at 785-296-1270.

**Owner Review**

1 owner affiliate records were found.

Person ID	Last Name	First Name	Alias(es)	Affiliation	Effective Date	Date of Birth	SSN	Race	Gender	Hispanic	Address	States/Territories	Phone Number	Email Address	OCA# & Background Check Status	Links
694043	Dutton	Beth		Owner/Operator - Individual	01/19/2022	07/18/1984		WHITE/MEX/PR/OTHER CAUCAS	female	false	PHYSICAL 1234 Cedar Topeka, KS 66618		(785) 296-1270	debi.nelson@ks.gov	#134511 No Fingerprint Packet Received: 05/04/2022	[Viewer]

**Employee/Resident/Volunteer Review**

24 affiliate records were found.

[Add New Employee/Resident] [Welcome Page]

Last Name	First Name	Middle Name	Alias(es)	Affiliate Role	Person ID	Effective Date	Date of Birth	SSN	Race	Gender	Hispanic	Address	States/Territories	Phone Number	Email Address	OCA# & Background Check Status	Review Status	Links	
Barrel	Cracker			Volunteer Unsupervised	694075	03/16/2022	01/01/1990		OTHER NON-WHITE	female	false	PHYSICAL 929 Elm Topeka, KS 66612				#134391 Cleared: 04/05/2022	[Edit]	[Expire]	
Bear	Mama			Volunteer Unsupervised	694149	05/04/2022	01/01/1990		OTHER NON-WHITE	female	true	PHYSICAL 933 Cedar Topeka, KS 66612		test.email@gmail.com		#134512 No Fingerprint Packet Received: 05/04/2022	[Edit]	[Expire]	[Authorize Access]
Bear	Papa			Volunteer Unsupervised	694155	05/04/2022	01/01/1990		OTHER NON-WHITE	male	false	PHYSICAL 933 Cedar Topeka, KS COLORADO 66612	(316) 123-1234	test.email@gmail.com			[Edit]	[Expire]	[Authorize Access]

**KDHE Person ID#**  
Used for online fingerprint waiver process.  
KDHE database creates a unique ID# for each person submitted for a background check.

Last Name	First Name	Middle Name	Alias(es)	Affiliate Role	Person ID
Barrel	Cracker			Volunteer Unsupervised	694075
Bear	Mama			Volunteer Unsupervised	694149
Bear	Papa			Volunteer Unsupervised	694155

**Fingerprint OCA#**  
Number required on the fingerprint card.  
This number allows KDHE to track the results for each affiliate.

OCA# & Background Check Status	Review Status	Links
#134391 Cleared: 04/05/2022	[Edit]	[Expire]
#134512 No Fingerprint Packet Received: 05/04/2022	[Edit]	[Expire]
#134545 No Fingerprint Packet Received: 05/13/2022	[Edit]	[Expire]