

Dear Licensee and Affiliate:

This email is to notify you, the facility [insert facility name], and you, the affiliate [insert affiliate first/last name], that a Background Check requiring you to get fingerprinted has been requested.

**You must complete two steps within 14 calendar days from the date of this email.**

1. Submit your **Fingerprint Waiver** to KDHE. There are two options: online or paper.
  - o Online Form (fast and secure) Read document, answer all questions, sign, and submit. Click Link: <https://survey123.arcgis.com/share/fec0838d3707492baf6e89c04b2651ca>

Or use QR Code:



- o Paper Form Download and print a copy of the [paper waiver](#) OR email [KDHE](#) to request a paper copy be mailed to you. Complete waiver form and mail, fax or email to KDHE contact information below

**You have now completed your waiver, proceed with scheduling your fingerprint appointment.**

2. Get your **fingerprints** taken.
  - o **Find the nearest Authorized Fingerprinting Location** at <https://www.kdhe.ks.gov/DocumentCenter/View/713/Authorized-Finger-Printing-Location-Sites-2022-PDF?bidId=>.
    - Note that some locations have limited hours or require appointments and may charge a small fee for fingerprinting.
  - o You will need your **OCA #####** to get fingerprinted.
  - o Digital/LiveScan fingerprinting is available in certain locations. KDHE Child Care Licensing **ORI #KS920100Z** must be provided to the fingerprinting location to identify the fingerprints are for KDHE Child Care Licensing; and **CCL 605 KBI Information Form** must be completed and handed to them.
  - o Ink/paper fingerprinting process:
    - Pick up a fingerprint card from your \*local licensing surveyor or your facility's administrator. KDHE can also mail you a fingerprint card. See contact information below.
    - Mail the completed fingerprint card (and waiver if not completed online) in a large enough envelope to prevent folding the fingerprint card. Be sure to add correct postage to envelope before mailing.

A "Cleared" status will not be issued until all background checks are completed and fingerprint results are released by KBI. This includes any out-of-state background checks. If you currently live or have lived in a state other than Kansas within the last 5 years, additional information from the facility is required to comply with federal requirements. Learn more at <https://www.kdhe.ks.gov/281/Background-Check-Information>.

\*For fingerprint card, find your local surveyor at <https://www.kdhe.ks.gov/DocumentCenter/View/2126/Find-my-Surveyor-PDF?bidId>

**KDHE Contact Information:**

Address: KDHE Child Care Licensing, 1000 SW Jackson Street Ste. 200, Topeka, KS 66612.

Fax: 785-559-4244

Email: <mailto:kdhe.cclbackground@ks.gov>

Phone: 785-296-1270