

Out-of-State Background Check Requirements

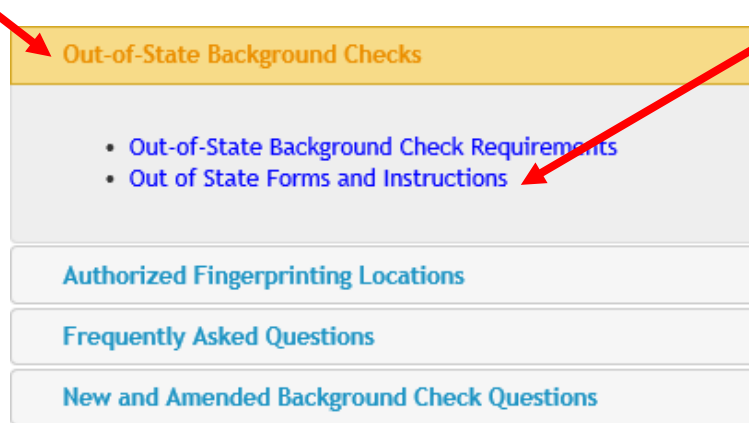
Who is required to have Out-of-State Background Checks?

Any individual who has lived in another state within the last 5 years and who has a role requiring a comprehensive background check;

Examples: *Employee *Resident *Unsupervised Volunteer *Unsupervised Resource Specialists

How do I complete an Out-of-State Background Check?

- As soon as you update the facility affiliates by submitting an individual’s information to KDHE, go to the CCL webpage @ www.kdheks.gov/kidsnet and click on the Background Check Information tab.
- Click the link Out-of-State Background Checks and then the Out of State Forms and Instructions.



- Select the state of residence and print the forms available and follow the instructions for completing and submit to KDHE Child Care Licensing. ***Please do not sign as the “Requesting Agency”.***
 - ALL forms **MUST** be submitted to KDHE
 - KDHE Child Care Licensing
1000 SW Jackson, Ste. 200
Topeka, KS 66612
Or
kdhe.cclbackground@ks.gov

Please do not email if the original form and signature is required. Refer to state specific instructions under the column Common Mistakes Made.

EXAMPLES OF STATES AND FORMS

RHODE ISLAND				MICHIGAN			
State	Child Abuse/Neglect Registry Checks	Criminal Background Checks	Common Mistakes Made	State	Child Abuse/Neglect Registry Checks	Criminal Background Checks	Common Mistakes Made
RHODE ISLAND	Rhode Island Registry Check Form	Rhode Island Background Check Form	Print all PDFs Required Criminal Background Form: MUST be NOTARIZED	MICHIGAN	Michigan Registry Check Form	No Criminal Background Check Form Required	Print all PDFs Required Registry Form: Copy of Photo ID must be included.

Do I have to send in the Fee? No, Child Care Licensing will pay ALL out-of-state background check fees.

If you have any questions call 785-296-1270 or email kdhe.cclbackground@ks.gov