

## SFFC North Carolina Background Check Instructions

**Note:** If you have a current, active foster care license or current NC Child Care Criminal Check for your employment this will cover the background check requirement. Please email a copy of your license or decision letter to: [RaleighAdminVolunteer@safefamilies.net](mailto:RaleighAdminVolunteer@safefamilies.net)

**This background check is required for everyone aged 18 and older who lives in your home.**

**IMPORTANT: Complete Step 1 ONLY when you are scheduled to get fingerprinted within 7 days!** If you do not complete fingerprinting within 7 days, your application will expire, and you will need to reapply and pay the application fee again.

**Step 1: NC Child Care Criminal Background Check Online Application- (Every person 18 years and older in your home must complete this separately) This 1 background check will cover FBI, NC, and the Responsible Individuals List (state child abuse registry)**

Go to [NC Child Care Criminal Background Check](#)

1. Click **“Click here to apply”** in the bottom right hand of the page”
2. Click **“Click Here to get a NCID”** (highlighted in blue on the bottom left of the page)
3. Click **“Register”** in bottom right corner
4. Click **“Individual”** as the user type
5. Follow Instructions to Set Up NCID, including creating your own username and password of your choice
6. Sign in using your new NCID account username and password. **KEEP A RECORD OF YOUR USERNAME & PASSWORD; you will need it to access your results.**
  - a. Create security questions to protect your account
7. [Go back to this main login page](#) Click **“Continue”** and login using your new NCID account username and password
8. Fill out your information.
  - a. Make sure your name is exactly as listed on your government issued photo id.
  - b. Make sure name and birthdate are correct as you cannot change this information after clicking yes.
  - c. Add address information. If you have not lived in NC for at least 5 years you will be required to provide some additional information in regards to your previous addresses.
  - d. Continue to fill out contact information and personal information (the email address you provide here will be how you access your results later). Also, if you do not receive an email confirmation check your spam or junk folder
  - e. Fill out your work information
  - f. Make sure to select that you are not employed by a child care facility (**Note: you do NOT need a facility ID from Safe Families. Results will be sent to you as an individual, not directly to Safe Families**)
  - g. Check boxes for release authorization
  - h. Review all information, verify and submit
  - i. Pay \$25 plus \$1.50 convenience fee (\$26.50 total cost)
9. Print Fingerprint Forms
  - a. Take these forms with you to get fingerprints. You do not manually need to fill out any information before your fingerprinting appointment
  - b. **You MUST complete your fingerprinting within 7 days of completing this application, or you will have to re-apply and pay again.**

## Step 2: Your Fingerprinting Appointment

1. You may only get fingerprinted at locations approved by NC DHHS on [this list of approved fingerprinting locations](#). Please call the location of your choice to learn their hours for fingerprinting
2. You can schedule an appointment online for Wake County fingerprinting at the Wake County Detention Center at this link: [Wake County Fingerprinting](#)
  - a. For “reason for fingerprinting” select: **code 30 NC Daycare Provider State and Fed**
  - b. Select: “1-5 cards”
3. What do I need to bring to my fingerprinting appointment?
4. A valid, government-issued photo ID for identification
5. All forms printed from your NC Child Care Criminal Background Check application
6. Note: you do NOT need an electronic submission form from Safe Families. You will receive the results yourself. If asked, please say that you are not currently employed by a licensed child care center.
7. Your fingerprinting appointment will take approximately 10-15 minutes. Trained technicians will look up your appointment information, verify your identification, and collect your fingerprints. NOTE: During COVID-19, you may be required to undergo a health screening (temperature and COVID screening questions) before you can be printed, so please plan to arrive 20 minutes prior to your appointment.

## Step 3: Obtaining your Results

1. Your fingerprints will be submitted electronically by the sheriff’s department or police department where you are fingerprinted
2. Results of fingerprint-based checks are typically received within 5-7 days. Note: Results are dependent upon processing times, which are subject to change.
3. You will be emailed when your results (your decision letter) are available for review in your NCID account. If you do not receive an email with your results within 7 days, please check your spam folder.
4. Use your NCID username and password to sign into your account and select “Decision Letter” under “My Reports”. The decision letter will let you know if you are qualified to provide child care in NC based on your background check results.
5. Download and save your results as a PDF on your computer.
6. Email your results (for all family members 18 and over) to:  
[RaleighAdminVolunteer@safefamilies.net](mailto:RaleighAdminVolunteer@safefamilies.net)