

National Criminal History Check Confirmation Form

This form may be used by a center/preschool licensed by the Iowa Department of Health and Human Services (HHS) to request:

1. The date that an applicant's previous HHS-licensed center/preschool employer submitted the individual's fingerprints to the Iowa Department of Public Safety for the purpose of an FBI national criminal record check, and
2. Whether or not the individual was cleared for involvement with child care.
3. This form does not allow any FBI results to be shared among the programs. FBI results shall not be re-disseminated.

The requesting center/preschool fills-in **Part I** and secures the applicant's approval for the request **after** reviewing the entire form with the individual and explaining the purpose of the request.

The receiving center/preschool either provides the information requested or declines the requesting center/preschool's request in **Part II**, and returns the form to the requesting center/preschool.

Part I (to be completed by requesting center/preschool):

Name of requesting Center/Preschool

Address of requesting Center/Preschool

Name of Applicant

Date of Birth of Applicant

I, _____ have reviewed Form 470-4896 in its entirety, and give permission for
(applicant)

_____ to provide _____ with the
(receiving center) requesting center)

date that my fingerprints were submitted to the Iowa Department of Public Safety for the purpose of a national criminal history check, and whether or not I was cleared for involvement with child care at _____.
(receiving center)

Signature of applicant

Date signed:

Return Form to:

Center/Preschool Name:

Center/Preschool Address:

City, State, Zip:

Center/preschool contact person/phone number:

Part II (to be completed by receiving center):

- 1) Date receiving center/preschool submitted the fingerprints for an FBI national criminal record check on individual identified on page 1: _____ (mm/dd/yyyy)
- 2) The FBI national criminal history record check process, which may or may not have included a HHS evaluation, resulted in clearance for the person's involvement with child care at center (check one):
 Yes
 No

OR (check if applicable):

- The receiving/center _____ **DECLINES** to provide this information to the requesting center.

Receiving Center Signature:
Date signed:

Part III: Instructions for the requesting center:

- 1) If the applicant refuses to sign consent, the requesting center **MUST** submit the individual's fingerprints to the Department of Public Safety for the purpose of a national FBI criminal check if the center/preschool chooses to consider the individual for involvement with child care.
- 2) If Part II, #1 is blank, or the date of the check indicates another check is due based on frequency requirements established in Iowa law, the requesting center **MUST** submit the individual's fingerprints to the Department of Public Safety for the purpose of a national FBI criminal check if the center/preschool chooses to consider the individual for involvement with child care. Fingerprints must be submitted within 30 days of the individual's employment/involvement with child care at the center, even if the form is not returned.
- 3) If Part II, #2 is marked "no," or the receiving center declines to provide information, the requesting center **MUST** submit the individual's fingerprints to the Department of Public Safety for the purpose of a national FBI criminal check if the center/preschool chooses to consider the individual for involvement with child care. Fingerprints must be submitted within 30 days of the individual's employment/involvement with child care at the center, even if the form is not returned.
- 4) The requesting center/preschool must also submit the fingerprints if aware of any possible transgressions that have occurred in another state since the time of the previous center/preschool submission of the fingerprints to the Department of Public Safety, even if Part II, #2 is marked "yes." Fingerprints must be submitted within 30 days of the individual's employment/involvement with child care at the center, even if the form is not returned.
- 5) This form must be placed in the applicant's personnel file.

The FBI national criminal history check does **not** replace the Iowa record check that is required in 441-Chapter 109.6(6)"c".