



## Please Read Before Getting Started

**CBI and FBI fingerprints must be initiated prior to submitting this checklist to the CDEC Background Investigation Unit.**

1. Any applicant who has resided in a previous state of residence including the U.S. Territories (Puerto Rico, Guam, U.S. Virgin Islands, Northern Mariana Islands, and American Samoa) within the past five years must complete this form in its entirety.
2. Applicant or provider must request the following background check for EACH state of residence within the past five years:
  - \*State Criminal History check
  - State Child Abuse and Neglect Registry check (required for all states, regardless of whether they participate in the NFF program)
  - If you need assistance locating the correct information for each state, please send an email to [cdec\\_cbc\\_biu@state.co.us](mailto:cdec_cbc_biu@state.co.us) or visit this [link](#).
3. Several states participate in The National Fingerprint File (NFF). The National Fingerprint File is a database of fingerprints, or other uniquely personal identifying information, relating to an arrested or charged individual maintained by the FBI to provide positive identification of record subjects indexed in their III System. Applicants are not required to request the criminal history for any NFF state.
3. Once all out of state background checks have been requested and the checklist has been completed, please send all documents to the Colorado Department of Early Childhood (CDEC) Background Investigation Unit (BIU). This will allow the BIU to ensure the correct background checks have been requested from each state.

Documents required to be submitted to the BIU:

  - Completed checklist with signature and date
  - State criminal history **\*proof of submission** and/or results.
  - State child abuse and neglect registry check **\*proof of submission** and/or results.

**\*See section E for approved proof of submission examples**
4. The CDEC BIU's review of all submitted materials for state-based checks may take up to forty-five (45) days from receipt. One result letter will be sent to the facility's primary email address on file.
5. Please send the completed out-of-state packet to our email or mailing address listed below. **DO NOT** send duplicate requests as this takes time away from processing.

Email: [cdec\\_cbc\\_biu@state.co.us](mailto:cdec_cbc_biu@state.co.us)

or

Mailing Address:

Colorado Department of Early Childhood  
Attn: Criminal Background Check (CBC)  
710 S. Ash Street  
Denver, CO 80246

**Providers are encouraged to maintain a complete copy of this checklist, all responses/requests, AND are required to keep a copy of the State-based background check eligibility letter issued by the CDEC BIU on-site at the employment location.**

Please refer to the next page for known closed states and FAQ's.



## Known Closed States and FAQ's

### Known Closed states -

California is closed for both criminal history and child abuse and neglect.

### Frequently Asked Questions

- 1. Why do I need to complete additional out of state background checks?** Due to federal regulations, applicants who have lived outside of Colorado to include the U.S. Territories within the past five years are required to provide the following three background checks for each state they have lived in: 1.) State Criminal History Check, 2.) State Sex Offender Registry Check, and 3.) State Child Abuse and Neglect Registry Check.
- 2. Which States are part of the NFF program?** Currently, the following states participate in the NFF Program: Arizona, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Iowa, Kansas, Maryland, Michigan, Minnesota, Missouri, Montana, New Jersey, New York, North Carolina, Ohio, Oklahoma, Oregon, Tennessee, Utah, Vermont, West Virginia, and Wyoming. ***\*This information is subject to change without notice. You can find the most current information by visiting the FBI's website at <https://www.fbi.gov/file-repository/iii-nff-map-103123.pdf/view>***
- 3. Where do I receive my eligible results from BIU?** All results are sent directly to the child care facility primary email address on file or USPS mail.
- 4. Where can I find information on each state's background check process?** Each state's child care background check contacts may be found via [this link](#).
- 5. How long does it take to receive my results from the Colorado Department of Early Childhood Background Investigation Unit (CDEC BIU)?** The CDEC BIU's review of all submitted materials for state-based checks may take up to forty-five (45) days from receipt. Requests are processed in the order they are received. \*No Fee is required to be submitted to the CDEC BIU.
- 6. Is a fee required to be submitted with the State-based checklist?** No, a fee is not required by the CDEC BIU. Many states do require a processing fee and this is to be paid directly to that state and the time of the request.
- 7. Why is the sex offender registry check not listed on the State-based Checklist?** CDEC BIU will request the sex offender registry for each state once a completed checklist and appropriate signatures have been provided.
- 8. If I lived in another country not including the U.S. Territories, do I need to complete the out of state background checks?** No, this is not required if you have only lived in another country with the past five years.

Providers are required to maintain a complete copy of this checklist, all responses/requests, AND a copy of the State-based background check eligibility letter issued by the CDEC BIU on-site at the employment location.

If you have further questions or need assistance, please call the CDEC Background Investigation Unit at 303.866.5043. This is a monitored voicemail line; calls are returned within two business days. You may also email us at [cdec\\_cbc\\_biu@state.co.us](mailto:cdec_cbc_biu@state.co.us).



## FOR CDEC BACKGROUND INVESTIGATION UNIT USE ONLY

DATE RECEIVED	PROCESSED DATE	PROCESSED BY	CBC ID
STATES RESIDED	SCH ELIGIBLE      INELIGIBLE	SSOR ELIGIBLE      INELIGIBLE	SCAN ELIGIBLE      INELIGIBLE

<b>Section A: Agency/Facility Information (REQUIRED)</b>			
Agency/Facility Name <i>(requesting the check)</i>		Qualified Exempt Provider <input type="checkbox"/>	CDEC License Number <b>(REQUIRED)</b>
Mailing Address	City	State	Zip Code
Email Address <i>(results are emailed to the primary email address on file)</i>		Phone #	

<b>Section B: Applicant Information (REQUIRED)</b>				*optional
First Name	Middle Name <i>(full name)</i>	Last Name	* Social Security #	
Previous Names <u>Ever</u> Used (including maiden, middle, alias/nickname.) - List ALL. <i>If none, please type "none."</i>				
Date of Birth <i>(MM/DD/YYYY)</i>	Sex <i>(M, F, X)</i>	Race/Ethnicity <i>(White, Black, etc.)</i>	Phone #	
<b>Current Address</b>				
Street Address		City	State	Zip Code

**Have you lived in another state to include the U.S. Territories other than Colorado within the past 5 years?**

Yes. If you checked yes, you are **REQUIRED** to complete sections C, D and E.

\*Please list the date you moved to Colorado \_\_\_\_\_

No. If you checked no, you are **NOT REQUIRED** to complete this form. **DO NOT** submit this checklist to the CDEC Background Investigation Unit.

*Incomplete State-Based Background Check Checklist will delay the processing of this request.*



## Section C: Previous Residence Information (REQUIRED)

Please list each out of state address you have lived within the past five years and the dates you resided there.

Address #1	
Dates Resided	Street Address, City, State, Zip Code
State	

Address #2	
Dates Resided	Street Address, City, State, Zip Code
State	

Address #3	
Dates Resided	Street Address, City, State, Zip Code
State	

Address #4	
Dates Resided	Street Address, City, State, Zip Code
State	

## Section D: Previous Residence Information Summary (REQUIRED)

Please provide each state you have lived within the past five years, the dates you lived there and the submission dates of each required background check for each of those states.

*\*Sex Offender Registry Checks are initiated by the CDEC Background Investigation Unit.*

	State	Dates Resided	Criminal History Check Date Initial request submitted	Child Abuse and Neglect Registry Check Date Initial request submitted
1				
2				
3				
4				



## Section E: Certification

Please review and check the boxes of each statement below.

**What is considered proof of submission?** Proof of submission may include any one of the following for each background check type for each previous state of residence within the past 5 years:

- If a request must be mailed: copy of shipping/tracking information, copy of notarized forms, copy of payment/receipt; **must show applicant name.**
- If a request must be submitted online through a portal system: copy of final electronic submission (confirmation), copy of payment/receipt; **must show applicant name.**
- If a request must be emailed: copy of all email correspondence with specific state agency; **must show applicant name.**
- Copy of notarized application/request form with proof of mailing, emailing or fax.
- Copy of fingerprint cards (*if required*) with copy of application/request form with proof of mailing.
- Copy of all correspondence to and from each state agency.

Please review and initial each statement that you understand the following:

### State Criminal History Check(s) *if applicable*

\_\_\_\_\_ My State Criminal History Check \*proof of submission and/or results are attached to this checklist.

### State Child Abuse and Neglect Registry Check(s) *if applicable*

\_\_\_\_\_ My State Child Abuse and Neglect Registry Check \*proof of submission and/or results are attached to this checklist.

*By signing below, I authorize the Colorado Department of Early Childhood (CDEC) to request and conduct a complete search of the State-based sex offender registry and request a state-based child abuse and neglect registry check when authorized by another state agency. I confirm that the information I provided on this State-based Background Check Checklist form is correct and accurate to the best of my ability.*

**Signature prospective/current staff:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

*Incomplete State-Based Background Check Checklist will delay the processing of this request.*