

# HOW TO OBTAIN A CRIMINAL BACKGROUND CHECK for PRE-K POSITIONS

**YOU MUST APPLY ONLINE:** <https://ncabcms.nc.gov/DCDEE/Applicant/>

## What do I need before completing the criminal background check application?

1. An NCID Number. The website provides detailed information on how to easily create an NCID – you will register for the “INDIVIDUAL” NCID Number.
2. Master, Visa, American Express, or pre-paid Visa card for online payment
3. Printer to print out documents you need to take with you to get your electronic fingerprints.
4. Valid government issued photo identification:
  - Valid Driver's License (not expired)
  - Valid State Issued ID card
  - Contact your local law enforcement office for other acceptable forms of identification.
5. Valid email address
6. If you live out of State, or have lived out of State within the last five (5) years of your application, you will need to obtain a state criminal history report and Child Abuse and Neglect Registry check from the state(s) of residence, dated within the last 90 days, to mail to the Criminal Background Check Unit.
7. Although not required to complete the criminal background check application, your Workforce Identification Number (WFID), listed on documentation mailed to you from the DCDEE Workforce Education Unit.

## How do I get an Individual NCID?

- You may obtain an Individual NCID by visiting the website <https://ncabcms.nc.gov/DCDEE/Applicant/> Please keep a record of your NCID username and password. You will need it each time you return to the portal to access your background check information and status.

## How do I start the criminal background check application?

1. Enter the Criminal Background Check (CBC) portal at <https://ncid.nc.gov/idmdash/>
2. Complete online application form on <https://ncabcms.nc.gov/DCDEE/Applicant/> as soon as possible.
3. Pay for federal background check application with a credit card.
4. Print the Fingerprint Submission Release of Information Form to take to a law enforcement agency for electronic fingerprinting.
5. Complete electronic fingerprinting at an approved law enforcement agency location. See listing for location and fees below. The law enforcement agency can submit the fingerprints electronically for you. **Fingerprints must be electronically submitted by the law enforcement agency to SBI OR mailed by you to DCDEE within 7 days of fingerprinting** for the background check to begin. Applications expire 30 days from receipt if DCDEE has not received fingerprint impressions, or any other required items, by you or the law enforcement agency.
6. **If you receive an email from the Criminal Background Check Unit, reply immediately or it may result in your application expiring.**
7. If you are unable to submit your fingerprints electronically, or if you live out of state, mail the completed manual card with the Fingerprint Submission Release Form to the address below in an **envelope marked CONFIDENTIAL:**

DHHS Criminal Background Check Unit/Child Care Team  
2201 Mail Service Center  
Raleigh, NC 27699-2200

8. You will receive an email confirmation once your application has been submitted. You can log in at any time to either continue the application or view the current status of your application.

### How much does the criminal background check application cost?

- It costs \$25.00 + \$1.50 convenience fee. This cost does not include the fingerprinting fee or fees for out of state residents to obtain a local criminal history report.
- Fingerprint fees range between \$15 and \$20 – see list of approved agencies below.

### What happens after I get my electronic fingerprints completed?

- You should complete your electronic fingerprint as soon as possible; no later than 7 days after submitting your criminal background check application.
- You are required to present a government issued photo identification card in your current name at the time electronic fingerprints are taken.
- Some law enforcement agencies only fingerprint on certain days and times. Make sure you check with the law enforcement agency before going to get your fingerprints taken.
- The NHCS approved law enforcement agency will process the prints electronically and submit the prints immediately to the State Bureau of Investigation.
- You are not required to be a resident of the county to have fingerprints taken.
- You must have the required forms (Fingerprint Submission Release Form & Applicant Information Form) completed and appropriately signed before the agency will take the fingerprints.
- The agent must sign the Fingerprint Submission Release Form and return it to you.
- You should keep your completed fingerprint forms until the background check is completed.

### How will I know when my background check is complete and what do I do next?

- You will receive an email informing you the background check is complete at the email address you provided in the application process. Once you receive the email, you need to log into the CBC portal using your NCID to view and print the letter from DCDEE.
- Submit your DCDEE letter to New Hanover County Schools.

### LIST OF APPROVED LAW ENFORCEMENT AGENCIES FOR FINGERPRINTING:

#### **Carolina Beach Police Department: Fee \$20**

1121 N Lake Park Boulevard, Carolina Beach, NC 28428

(910) 458-2540

Fingerprinting conducted: **Monday, Wednesday & Friday 11am - 3pm**

#### **New Hanover County Sheriff's Office: Fee \$15 (cash only)**

Civil Unit, Old Historic Courthouse, 316 Princess St, RM 201, Wilmington, 28401

(910) 798-4501

Fingerprinting conducted: **Monday through Friday, 9am - 3pm**

Other DHHS approved agencies for neighboring counties can be found on:

[https://ncchildcare.nc.gov/Portals/0/documents/pdf/A/approved\\_agency\\_guide.pdf](https://ncchildcare.nc.gov/Portals/0/documents/pdf/A/approved_agency_guide.pdf)