

Background Check Procedures

1. Current/potential child care providers must complete the Consent and Release Form for Fingerprinting and Comprehensive Criminal Background Check/Review. The officer taking your prints will need to sign off on the form. Your fingerprint is needed in order to commence the background check.
2. You must sign the Consent and Release Form for Fingerprinting and Comprehensive Criminal Background History Check/Review. Incomplete forms will not be accepted and will be returned.
3. Payments must be made at the CNMI Treasury. In the interim, all current/potential providers must indicate that the payment is for PSS fingerprinting purposes.
4. After payments are made, proceed to DPS' Records Office in Susupe to have your fingerprint rolled through the ink and paper process. Please bring on your person your official identification card which contains your social security information, place of birth, citizenship, etc. This will expedite the process with DPS.
5. Once your fingerprints have been rolled on to the fingerprint card, DPS will provide you with a prepaid envelope with your fingerprint card in it already. The envelope will be addressed to the proper federal agency in the United States.
6. Deliver the envelope to the US Postal Service located in the village of Chalan Kanoa.
7. Upon completing the above procedures, you must provide the Child Care Licensing Program a copy of your signed Consent and Release form.
8. Once the Child Care Licensing Program receives the results of the comprehensive background check from the proper federal agency through the Department of Public Safety, you will be notified as well as the center's Director or its designee.
9. If the background check shows no criminal history, the Child Care Licensing Program will notify the potential provider that he/she cleared the background check. The clearance is active for a five-year period.
10. If the background check shows criminal history, the Child Care Licensing Program reviews the background check and decides whether the potential provider may work in a child care setting subject to the disqualifying crimes under the CCDBG Act of 2014. Once a decision is made, the licensing office notifies the potential provider and the center's Director or its designee.
 - a. If the potential provider is allowed to work in a child care setting, the clearance is good for five years.
 - b. If the potential provider is denied, he/she will receive information on how to file an appeal.