

Important Reminders Regarding Fingerprint Background Checks for Child Care Providers

- Email confirmation of eligibility is available for newly hired employee's fingerprint background check results. Five business days following an individual's fingerprint appointment a licensed provider may email the address below to receive the individual's eligibility status. This email may be used as verification for a maximum of two weeks until the official Letter of Eligibility is received in the mail. Please send an email with the individual's full name, date of birth and the Transaction ID number (TME #) provided via email during registration to Childcarecheck.dhhs@maine.gov.
- Only individuals that are 18 years of age or older are required to complete the fingerprint background check. Minors are NOT required.
- There is no fee to obtain the necessary fingerprint background checks for child care employment eligibility.
- Please enter all information carefully and accurately. Each individual must enter their complete mailing address to ensure the Letter of Eligibility is received in a timely manner.
- Please enter the Child Care Program / Family Child Care the individual is affiliated with, this is a requirement during registration.
- Please follow the instructions step by step to ensure the appropriate background check is completed. Identogo fingerprints for several different agencies and occupations. Failure to follow the directions may result in a requirement to schedule another appointment and may require fingerprints be taken a second time. Instructions can be found at the following web link: <https://www.maine.gov/dhhs/ocfs/provider-resources/child-care-licensing/becoming-a-childcare-provider/child-care-provider-background-checks>.
- Individuals with pending in state or out of state criminal history and child abuse and neglect registry checks may be eligible to work under supervision for up to 45 days. Individuals must work under the direct supervision of a provider/staff member that has received a Letter of Eligibility from the State of Maine indicating eligibility. Individuals with residency in another state within the preceding five years may be required to complete an authorization of release form for each state in which they resided for child abuse and neglect registry checks. Individuals must complete and submit the authorization form according to the instructions provided.
- Individuals who have not received their letters of eligibility by mail within 21 calendar days of your completed fingerprint appointment can call 624-7903 with any questions or email childcareosbgc@maine.gov. You will need to provide your name, date of birth, and your Transaction ID number (TME #) from your appointment when inquiring about results.
- For information on out of state background check requirements for those individuals living out of the State of Maine in the past five years call 624-7903 with any questions or email childcareosbgc@maine.gov.
- Fingerprints completed in the past for another agency, occupation or purpose will not be accepted. Fingerprints cannot be shared between other agencies or organizations and must follow the process established for child care. The disqualifying conditions for child care providers are unique and required by law.