

## Individual Background / Criminal Records Check Instructions for Relative or Alternate Care Providers

**\*\*Before starting this process, make sure that you have either current CPR & First Aid certifications, or that you have signed up for a class. It must be a face-to-face class. See additional information about this on the Provider Compliance Certification Form.**

### 1- Go to [Childcarelicensing.utah.gov](http://Childcarelicensing.utah.gov)

Choose Child Care License ► Child Care Providers- Highlight ► Choose Approvals and Exemptions from the drop-down list ► scroll down to ► License Exemption and click ► Apply ► start filling out the application.

**UTAH DEPARTMENT OF HEALTH Child Care Licensing**

### CHILD CARE LICENSING APPLICATION

Please allow at least two weeks for our program to process this application. You will receive an email to let you know the status of this application. Submitting this application does not guarantee its approval. Boxes shaded blue are for required information.

**PURPOSE**  
This is a formal request to process a new child care application.  
 This is a new application.  This is a change of location.

**GENERAL INFORMATION**  
Name (name on the License/Certificate/Exemption/Approval): dba Name (Home-Based only):  
E-mail Address: Phone Number:  
Address where care will be provided:  
Street Address Apt #, Suite #, etc... City State Zip Code  
Mailing Address:  
Address Apt #, Suite #, etc... City State Zip Code  
Requested capacity (# of children):  
For licenses and certificates, the maximum capacity will be determined by the facility total square footage. You must follow your city ordinances for approved capacity. If your city allows for less than the approved capacity, you must follow the stricter rule.

**Food Program Sponsor (if any):**  
 Helping Hands, Inc  
 Check if you will be providing care on American Indian Reservation land.

**CONTACT PERSON**  
Person CCL staff will contact for additional information  
Name: Phone # where you can be reached: E-mail address:

**PLEASE PROVIDE THE FOLLOWING INFORMATION**  
What ages of children will you accept?  
 0-12 years  2-5 years  5 and older  13-18 years  0-18 years  Other

**SELECT DESIRED FACILITY TYPE**  
 HOME-BASED. This means care will be provided in a residential facility.  
 CENTER-BASED. This means care will be provided in a non-residential facility.

**DWS APPROVED, FFN**  
This is a Family, Friend, & Neighbor Approval to be eligible for child care payments from the DWS. Child care is in the home of the provider or in the home of the child(ren) and is for children of parents approved for child care subsidy from DWS. No more than four unrelated children can be in care, unless they all are siblings.

EXEMPT HOME  
Care is in the home of the provider or in the home of the children and is not for DWS child care payments. A Family License or a Residential Certificate is not required or is not available but a registration is required.

LICENSED FAMILY  
Licensed care is in the provider's home and the children have regular schedules or care. The maximum capacity is determined by the home's total square footage and may be for up to 16 children, unless restricted by the city. Two qualified caregivers are required when there are more than 8 children in care, or when there are more than 2 children younger than 2-years-old in care. With two caregivers, a licensed family provider can care for up to (but not more than) 4 children younger than 2-years-old.

RESIDENTIAL CERTIFICATE  
Licensed care is in the provider's home and the children have regular schedules of care. The maximum capacity is determined by the home's total square footage and may be for up to 8 children, unless restricted by the city. The provider can care for up to 8 children, with no more than 2 children younger than the 2-years-old.

**CERTIFICATION OF UNDERSTANDING**  
I understand that this document serves as the formal request upon which a decision to grant me an exempt status will be based.  
I authorize investigation of all statements contained herein and understand that misrepresentation or omission of facts may result in denial of my application. I do hereby state that, based on my best information and belief, I am not required to be licensed because:  
 I care for less than five non related children.  
 I only care for related children.  
 I provide care for less than four hours per day.  
 I provide care for less than 30 calendar days.  
 I provide care on a sporadic basis only.  
 I provide care for no direct or indirect compensation.  
 I care for children in the child's home.  
 I'm on the Food Program and provide relative care or alternate care.  
I understand that if there are any changes in the type of care I provide that will require a license, that I will submit a new application to Child Care Licensing to report those changes.  
 I do hereby state that I understand the statements above and that the information provided on this application is true and correct to the best of my knowledge.  
**An Exemption is valid for one year.**

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**2- Wait for the email from Child Care Licensing program.** This indicates you have an account made. Once you have received the Email ► Go to [childcarelicensing.utah.gov](http://childcarelicensing.utah.gov) ► Choose 'Background Checks' ► From the drop down list choose "Background Check Form" ► Complete a separate form for all members of the household 12 years and older (type in your name in the box labeled "Search facilities" this will save the names to your account).

**3- Once all household members have a "background check form" filled out** ► Choose 'Payments' from the grey strip at the top of the page. If you wish to pay online ► click on 'Make on Online Credit Card Payment'. Type your name, phone and email, then search for your name in the 'Search Facilities' space. Put the number of household members 18 years and older in to the box next to 'Fingerprints Fee, NextGen'. Put the names of the household members in the 'details' box. Then put the number of household members 12 years and older into the box next to 'Background check fee', also putting their names in the 'details' box. ► **Click Total.** Follow the instructions inputting your credit card information. Make sure ALL members of the household 12 years and older are enrolled before paying the background check fee. ► **Call and make a fingerprint appointment (see #5 below).** \*\*Take the receipt to the appt.

\*A check, cash or money order may be hand delivered to: 3760 S Highland Dr, Ste 206, Salt Lake City, or mailed to: Child Care Licensing, PO Box 142003, Salt Lake City, UT 84114-2003 (include your complete name and address). If by check or money order, you cannot proceed to get the fingerprints done until they have received the payment and it has cleared the bank.



- 4- **Go to [ccl.utah.gov](http://ccl.utah.gov)** ► Click on the “Login” button at the top of the page.
- The UtahID login window will appear. At the bottom of the UtahID window click on “Create Account” (Do NOT login using Facebook or Google) ► This opens the UtahID Creation form. Enter your information. Choose any UtahID (full name, name and number combination, etc). Your email must match the email you put in the application at [childcarelicensing.utah.gov](http://childcarelicensing.utah.gov). If you are unsure of the email you used, please contact Helping Hands. Please leave the “alternate email address” area blank. ► Click on “Create Account” ► Fill in the security questions. ► Click “Submit” ► UtahID will immediately send you an email with a validation code. Write down or copy the code ► Return to the UtahID page and put in the email and the validation code.
  - \*\*Note – when logging in to the UtahID use your email and the new password and not the the UtahID you just created. ► You should now have an active account. Look on the left side of the and click on “Background screenings”. All the people you just put in for the background checks should appear here.
  - Click on “authorize” next to each name. Log out. \*\* If you receive a notice that this email already exists in the system, please contact Helping Hands.

- 5- Places to get your fingerprints taken for free. Asistencia en Español 1-801-326-4384 (by appointment only)

**CAC - Children's Service Society**

Children's Service Society  
655 East 4500 South, Suite 200  
Salt Lake City, Utah 84107

Main Line: 801-355-4847

Toll Free: 866-438-4847

Email: [denise@cssutah.org](mailto:denise@cssutah.org)

**CAC-Weber State University.**

Weber State University  
1351 Edvalson St Dept 1309  
Ogden, Utah 84408-1309

Local:801-626-7837

Toll Free: 888-970-0101

Email: [careaboutchildcare@weber.edu](mailto:careaboutchildcare@weber.edu)

**CAC – Utah Valley University**

Utah Valley University  
800 W University Parkway Ste 163  
Orem, UT 84058

Local: 801-863-8589

Toll Free: 800-952-8220

Email: [childcare@uvu.edu](mailto:childcare@uvu.edu)

Fingerprinting scans are also available at The Utah Department of Health (\$12 scan fee applies).

**North Region:**

3760 S Highland Dr, Ste 206  
Salt Lake City  
801-273-6617

**South Region:**

150 E Center St, Ste 3200  
Provo  
801-374-7688

If doing the LiveScan at a Care About Childcare Location or the Utah Department of Health, the Provider must tell the person doing the scanning that this is for the Alternate Care Program and must provide them with **B Code 2161**. Once you have done your fingerprints you will not need to do them again for renewal, unless someone turns 18 years in the household.

**\*Note** – If fingerprints are taken at another location there may or may not be an additional cost; and they must be sent by the technician to: CCL Background Checks – 866-320-0513. Tell them the reason for the fingerprints: NCPA/VCA

**Complete the Provider Compliance Certification Form, sign, and return it to Helping Hands.**

- \*\*Hints:** -Please be sure to have an Email address set-up before starting the process.
- It's very important to check your email frequently not only to obtain the login from Child Care Licensing but to also make sure that there are no issues with the background checks that need to be resolved.