

How to submit online State Criminal Background requests for caregivers working in Home Health, Hospice and Private Care

To get setup online:

- Contact Health Facility Services at 501-661-2201, you will be assigned a 799 agency ID number. Go to Arkansas State Police website, <https://www.ark.org/criminal/index> is the link to get set up or call ASP @ 501-618-8826. When signing up online be sure to select **OLTC AR. Dept. of Health, Health Facility Services** when prompted stating reason for requesting the checks. If you contact the State Police by phone be sure and let state police know you will be running them under Health Facility Services so you will be set up correctly .
- Print the Health Facility Services Background Check Application, they can be found on Arkansas Dept. of Health/Health Facility Services website for the applicant to complete.
- The completed Health Facility Services Background Check Application will be retained by the facility unless a Federal (fingerprint) Criminal Background Check is requested. If a federal background check is requested follow the instructions on “How to run a Federal Fingerprint Check” link that is on the Arkansas Department of Health/Health Facility Services website.

Once you are setup to do your background checks online:

- Enter on the Arkansas State Police website, all applicant information should be entered into appropriate fields.
- The results of the State background check results will occasionally be instant and occasionally the facility will receive an email stating more information is required.
- Print the State Background Check results upon receipt.
- If no criminal history is found an automated letter of determination will print when you print off your criminal background results. If there is a history, Health Facility Services automatically pulls those background reports and mails the facility a letter of determination.

How to submit State Criminal Background requests by mail

- Download and complete the Health Facility Services Background Check Application found on the Arkansas Department of Health website. Mail the completed form and fee to Arkansas State Police as stated in the instructions.
- Arkansas State Police will mail the results of the state background check to the requesting facility. If the applicant does not have an arrest history, Arkansas State Police will mail a letter of determination along with the criminal background check results, both should be retained for your records. If there is an arrest history the letter of determination will be processed by Health Facility Services and mailed to the requesting facility.