

STEP BY STEP INSTRUCTIONS FOR FEDERAL (FINGERPRINT) BACKGROUND CHECKS ON CAREGIVERS WORKING IN HOME HEALTH, HOSPICE AND PRIVATE CARE.

ALL STATE AND FEDERAL FINGERPRINT BACKGROUND CHECKS MUST BE RAN ONLINE THRU ARKANSAS STATE POLICE. (PAYMENTS WILL BE PROCESSED THROUGH YOUR INA ACCOUNTS)

EMPLOYER:

- **YOU MUST RUN A STATE CHECK BEFORE YOU CAN RUN A FEDERAL CHECK. YOU ONLY HAVE 10 DAYS TO REQUEST A FEDERAL FROM THE TIME THE STATE CHECK HAS BEEN RAN, OTHERWISE YOU WILL HAVE TO RERUN THE STATE CHECK.**
- Provide job candidate with:
 - Health Facility Services Background Check Application
 - Fingerprint card (filled out with employer information)
 - Fingerprint Verification form (employer completes sections I, applicant completes section II, technician completes section III)
 - Sealable envelope

APPLICANT:

- Completes Health Facility Services Background Check Application
- Retains page 1 (Notification) from the Health Facility Services Background Check Application
- Returns pages page 2 & 3 to employer after completion
- Complete section II of Fingerprint Verification Form
- Take fingerprint card and fingerprint verification form to local police department or Arkansas State Police headquarters to obtain fingerprinting.
 - Fingerprint technician will complete section III of Fingerprint Verification Form and seal with fingerprint card in envelope
- Deliver sealed envelope to the employer (employer opens envelope to have access to paperwork and card)

EMPLOYER:

- Log into your Arkansas State Police online account to process criminal background checks to enter information on fingerprint card if you did not already enter all needed information.
- During the on-line process of running the state check you will see a transaction number which is a nine digit number beginning with "DOH", (you can also find this number on the state results that you print off (above the date under "Requestor Information"). Write this number in the upper right hand corner (in the block "FBI Leave Blank") of the fingerprint card.
- Instructions that list what paperwork to mail to Health Facility Services along with the address are on the last page of the background check application.

Health Facility Services will transport all fingerprint cards to Arkansas State Police for processing. Arkansas State Police will return results to Health Facility Services for processing of the determination letter which will then be mailed to the facility.

REMINDER: Incomplete fingerprint cards and/or incomplete applications or forms will be returned to the facility and could result in delays in processing.