

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
REQUIRED FORMS AND CLEARANCE LIST
CHILD CARE PROGRAMS

If an individual is seeking to work/live/volunteer in a child care program and has not completed a comprehensive background check they must follow the process below.

If an individual is seeking to work/live/volunteer in a child care program and had a comprehensive background check successfully completed within the last five years (without a break in service longer than 180 days), then they should contact their regulator to request a fingerprint waiver.

- All comprehensive background checks for individuals associated with licensed and registered programs should be completed electronically in the Facility Application and Management System (FAMS). Your authorized FAMS user may access the system through their programs's MY.NY.GOV account. All of the required documentation below will be available to submit electronically within the FAMS system. If you are unable to access the FAMS system, please reach out to your program's regulator or email Ocfs.sm.FAMSCBCHelp@ocfs.ny.gov.
- The process for completing comprehensive background checks for the programs that are in the initial application phase of licensing/registration will continue to follow the current process by submitting their 6000 packet, listed below, to their regulator's office. [OCFS-6000.pdf \(ny.gov\)](#)
- **Legally Exempt Informal Child Care Providers*, Staff and LE Family Child Care Household Members 18 and older****: Submit all required forms listed below to your enrollment agency. Make an appointment for fingerprinting, following the instructions on the form, **OCFS-4930**. Your clearances will **NOT** be processed without payment.

*Legally exempt informal child care providers who are related to ALL children in care as a grandparent, great-grandparent, sibling (who resides in a separate residence), aunt or uncle are exempt from comprehensive background check requirements, as are their staff and volunteers.

**Legally exempt family child care household members age 18 or older who are related to ALL children in care in any way are exempt from comprehensive background check requirements.

Requirement	All Staff and Volunteers in Licensed/Registered Programs	G/FDC Household Member 18 Years and Older	G/FDC Household Member Under 18 Years Old	Legally Exempt Group Staff and Volunteers	Legally Exempt Informal Providers, Staff, Volunteers and LE Child Care Household Members 18 Years and Older
LDSS-3370 Statewide Central Register Database Check (includes the form and instructions for completing the DCCS version)	X	X	N/A	X	X
OCFS-4930 Request for Fingerprinting Services - Child Care Idetogo 877-472-6915	X	X	N/A	X	X
OCFS-6001 Child Care Provider, Staff, Volunteer, and Household Member Information	X	X	X	X	X
OCFS-6002 Qualifications	X	N/A	N/A	N/A	N/A
OCFS-6003 References	X	N/A	N/A	N/A	N/A
OCFS-6004 Child Care Provider, Staff, Volunteer, and Household Member Medical Statement	X	X	X	X	N/A
OCFS-6005 Criminal Conviction Statement	X	X	N/A	N/A	N/A
OCFS-6022 Request for Staff Exclusion List Check	X	X	N/A	X	X

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The requirements for the comprehensive background checks will be completed using the forms listed on the previous page. OCFS will provide written notice as to whether or not the individual is authorized to care for children once the process is complete.

<p>The New York State Criminal History Record Check will be satisfied by completing the fingerprinting process. <i>NYS Department of Criminal Justice Services</i></p>
<p>The National Criminal Record Check will be satisfied by completing the fingerprinting process. <i>Federal Bureau of Investigation*</i></p>
<p>The New York State Sex Offender Registry Search will be satisfied by using form OCFS-6001. <i>NYS Department of Criminal Justice Services</i></p>
<p>The National Sex Offender Registry Search** will be satisfied by completing the fingerprinting process. <i>National Crime and Information Center</i></p>
<p>The Statewide Central Register Database Check will be satisfied using form LDSS-3370. <i>SCR of Child Abuse and Maltreatment</i></p>
<p>The Staff Exclusion List Check will be satisfied by using form OCFS-6022. <i>New York State Justice Center</i></p>
<p>The State Sex Offender Registry, Child Abuse or Maltreatment, and Criminal History Repository Search will be satisfied by using form OCFS-6001. <i>In each state other than New York where you have lived in the last five years</i></p>

* **Privacy Act Statement:** This privacy act statement is located on the back of the FD-258 fingerprint card.

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include federal statutes, state statutes pursuant to Pub. L. 92-544, presidential executive orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable routine uses as may be published at any time in the Federal Register, including the routine uses for the NGI system and the FBI's blanket routine uses. Routine uses include, but are not limited to, disclosures to employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

**required in accordance with a schedule that will be released by the Office of Children and Family Services at a later date.