



## Child Care Resource Center Fingerprint Background Checks

You will need to bring government-issued photo identification with you (i.e. driver's license or state issued photo ID care). You must call ahead for an appointment and check hours of availability and cost.

### Location: Child Care Resource Center's (CCRC) Main Office

5350 Oberlin Ave.  
Lorain, Ohio 44053  
(440) 960-7187 ext. 230  
*(call for appointment)*

**Fingerprinting will be done by APPOINTMENT ONLY!**

**Costs: Please bring CASH ONLY (no bills larger than \$20.00)**

BCII (state)	\$30.00
FBI (Federal)	\$30.00
Both BCII and FBI	\$60.00



### Frequently Asked Questions Child Care Resource Center National WebCheck

**1. Does the CCRC offer background checks and fingerprinting?**

- YES! The CCRC offers BCII as well as FBI electronic scans

**2. Is the WebCheck at the CCRC available to everyone?**

- YES! The CCRC WebCheck is open to everyone. (ex. care custody or control of children, nursing, volunteers, etc.)

5350 Oberlin Ave., Lorain, Ohio 44053 440-960-7187 440-960-7191 Fax

[www.ccrccinc.com](http://www.ccrccinc.com)

### **3. What is the cost for the scans?**

- The BCI&I scan is \$30.00
- The FBI scan is \$30.00
- Both scans \$60.00

\*\*If electronic submission fails additional fees may be charged for manual fingerprinting.

### **4. What forms of payment does the CCRC accept?**

- The CCRC accepts cash, check, or money order ONLY. (No credit cards please)

### **5. How do I schedule an appointment?**

- Contact the CCRC at (440) 960-7187 Ext. 230 or (800) 526-5268 Ext. 226

### **6. What hours does the CCRC offer the fingerprinting?**

- By Appointment Only!! - Appointments are set between 9:00am – 4:00pm, Monday – Friday

### **7. What do I need to bring with me to the fingerprinting appointment?**

#### **A. For CENTER AND TYPE A OWNERS/ADMINISTRATORS AND ADULT RESIDENTS (OVER THE AGE OF 18) OF TYPE A HOMES:**

- Driver's license
- Social Security #
- Payment
- Know who your licensing specialist is (name)
- For renewal applications your 6 digit license # or for initial applications the 7 digit center application #

#### **B. For CHILD CARE CENTER STAFF AND TYPE A STAFF:**

- Driver's license
- Social Security #
- Payment
- Completed Criminal Records Check Procedure form (JFS 01222)

#### **C. For TYPE B PROVIDERS, PRE-CERTIFICATION CANDIDATES, SUBSTITUTES AND ADULT RESIDENTS (OVER THE AGE OF 18) LIVING IN THE HOME**

- Driver's license
- Social Security #
- Payment
- Must notify CCRC staff that you are a Type B provider, Pre-Certification Candidate, substitute, or adult resident living in the home.

### **8. What are the requirements for Type B providers?**

- Provider is required to have both FBI and BCII
- Substitutes must have FBI and BCII
- Adult residents residing in the home must have FBI and BCII

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**9. For Type B Providers or pre-certification candidates, what do substitutes and adult residents (over the age of 18) living in the home need to bring with them to the fingerprinting appointment?**

- Driver's license
- Social Security #
- Payment
- Must notify CCRC staff that they are a substitute or adult resident living in the home.

**10. How long will it take for the results?**

- Results may take up to 30 days

**11. What documentation will I receive to verify I had a background check?**

- The CCRC will issue a receipt upon payment in full

**12. What if I have questions regarding transaction results and procedures for the BCII or the FBI?**

- Please call (877) 224-0043 (press option 7). Do not call the CCRC about results.

**13. What if I have general questions about the CCRC?**

- Please call (440) 960-7187 or (800) 526-5268