

Child Welfare Agency Background Check Instructions

□ Arkansas Child Maltreatment Central Registry

- PRLU Arkansas Child Maltreatment Central Registry Form (2 pages)
- **Complete all information on both pages**
- Signature
- Notary
- **\$10 (per employee)** check or money order made out to DHS.
This fee may be waived for non-profits who provide proof of 501(c)(3) status.
- Mail to: Child Maltreatment Registry, Slot S 566, P.O. Box 1437, Little Rock, AR 72203

□ Arkansas State Police and FBI

(Child Welfare Agency criminal record checks must be completed using ACA § 9-28-409.)

- PRLU State Police Criminal Record Check Form and PRLU FBI Criminal Record Check Form
- **Complete all information**
- Signature
- Notary
- Child Welfare Agency FBI Fingerprint Card provided by the Licensing Unit (PRLU)
- Have the fingerprints taken by an authorized fingerprinting technician. This service may be available at a law enforcement agency.
- Attach original forms to the Child Welfare Agency FBI Fingerprint Card
- **\$37.00 (per employee)** check or money order made out to Arkansas State Police.
- Mail to: ASP- ID Bureau, 1 State Police Plaza Dr., Little Rock, AR 72209

□ Arkansas State Police Only

(Child Welfare Agency criminal record checks must be completed using ACA § 9-28-409.)

- PRLU State Police Criminal Record Check Form
- **Complete all information**
- Signature
- Notary
- **\$25 (per employee)** check or money order made out to the Arkansas State Police
- Mail to: ASP-ID Bureau, 1 State Police Plaza Dr., Little Rock, AR 72209

□ FBI Only

(Child Welfare Agency criminal record checks must be completed using ACA § 9-28-409.)

- PRLU FBI Criminal Record Check Form
- Child Welfare Agency FBI Fingerprint Card provided by the Licensing Unit (PRLU)
- Have the fingerprints taken by an authorized fingerprinting technician. This service may be available at a law enforcement agency.
- **Complete all information**
- Attach original form and a copy of the results of an Arkansas State Police Record Check completed less than one (1) year ago to the FBI Fingerprint Card.
- **\$12.00 (per employee)** check or money order made out to Arkansas State Police.
- Mail to: ASP- ID Bureau, 1 State Police Plaza Dr., Little Rock, AR 72209

- Arkansas State Police online background check system available at: <https://www.ark.org/criminal/index.php>
 - Always use Child Welfare as the purpose of the check.

Child Welfare Agency PRLU background check forms are available from your Licensing Specialist or on the PRLU website at: <http://humanservices.arkansas.gov/dccece/Pages/PlacementResidentialLicensing.aspx>

Per Minimum Licensing Standards effective 9-1-2016, The agency shall provide a copy of the FBI check form and the Arkansas State Police Check forms to the Licensing office upon initiation.

Send these copies to:

Division of Child Care and Early Childhood Education.
P.O. Box 1437, Slot S150 Little Rock, AR 72203-1437
Phone 501-682-8590