If no criminal history and if all other forms have been submitted and the applicant has passed other background checks (CPS, SVOR):

OIG sends approval notification to provider.

**Option 2 – Livescan**

* Provider has applicant complete new hire paperwork and provide applicant with Privacy Act Statement. .
* Provider sends new hire paperwork (see New Hire Packet) to OIG
* Applicant gets fingerprints scanned at Livescan location (**must have picture ID)**
* Payment in form of money order or check payable to Livescan agency must be submitted at time of scan. ($30 + $15 depending on location)
* Livescan prints sent electronically to DOJ
* Results sent to OIG

**Option 1 – Fingerprint Cards**

* Provider has applicant complete new hire paperwork and provide applicant with Privacy Act Statement.
* Applicant has fingerprints rolled at selected location (**must have picture ID** and fee may be charged for rolling)
* Applicant returns cards to provider
* Provider sends cards, new hire paperwork (see New Hire Packet), check or money order for $30 payable to: Criminal Records Division to OIG
* OIG sends cards and payment to DOJ
* Results are sent to OIG

If FBI, CPS, SVOR results disqualify applicant as a care giver:

* OIG sends details regarding results to applicant and procedure for appeal process.
* OIG sends notification of unapproved status to provider.

~OR~

FBI Check Process

For Youth Care Facility Program (YCF)