



Colorado Association of Family Child Care (CAFCC)

"Moving Mountains One Stone at a Time"

Background Checks & Documents Licensed Family Child Care Home Programs Must Complete

1. Criminal Background Checks (Fingerprints)

Criminal background checks (fingerprints) must be completed prior to a license being issued and every five years from the date the last one was completed.

This is a fingerprint-based criminal history record check through the Colorado Bureau of Investigation and the Federal Bureau of Investigation to determine if the applicant has been convicted of any criminal offenses that are identified in the Colorado Child Care Licensing Act.

Who is required to complete a criminal background check?

- Every applicant for an original child care license
- Every adult (18 or older) who resides at a licensed child care family child care home or a non-relative qualified exempt family home
- Every individual 16 or older whose activities involve the care or supervision of children or who has unsupervised access to children

Current FCCH Providers

[IdentoGO](#): Current Licensed Family Child Care Home Providers utilizing IdentoGo must select the Licensed Child Care - Licensed Family Child Care Home links for Services Name and Codes (25YJ15). When prompted, please enter CBI Account Number **CONCJ8766** and when prompted again, enter your Colorado Department of Early Childhood (CDEC) issued Child Care License Number (DCL)/Provider Number.

[Colorado Fingerprinting](#): Answer Questions- Question: "Why do you need to get fingerprinted?" Answer: CO Licensure/Employment CABS. Question: "What is your reason for CO Licensure/Employment CABS?" Answer: CHILDCARE- LICENSED 26-6-107. Family Child Care Home Providers ONLY, please utilize CBI Account Number **8766DCLI**

Employer and Address

Please note that Licensed Family Child Care Home Providers' employer is the Colorado Department of Early Childhood. The address for fingerprinting purposes is:

CBC Unit
710 S. Ash Street
Denver, CO 80246

New Applicants

New Family Child Care Home Provider Applicants must complete all relevant Family Child Care Home Application documents and training; and submit the licensing package and fee to the Division of Early Care and Learning, Colorado Department of Early Childhood. The applicant will then be assigned a license number and given instructions on how to complete the Colorado Bureau of Investigation/Federal Bureau of Investigation fingerprint-based background check.

Child Care Home Providers only please note that CDEC is the record holder for background check results of all individuals who reside in the home. The only results you are required to maintain on file are for any employees who reside outside of the home.



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- To obtain the criminal background results for an employee of the family child care home, the provider must contact the CBC team at 303-866-5043 or email cdec_cbc_biu@state.co.us.

[CDEC Criminal Background Check How to Guide](#)

1a. Privacy Act Notification

Print a copy of the [Privacy Act Notification form](#) for each individual in the home, and any staff who do not live in the home, who will be fingerprinted. This form provides information and rights to the adults being fingerprinted. You must keep a signed form for each adult living in the home and non-resident staff and make it available to the Department upon request.

2. Facility Child Abuse and Neglect (Trails)

This is a review of the CDHS Trails database to check if an individual or staff has any confirmed cases of child abuse or neglect.

Please note that child abuse and neglect records check (Trails) forms are not needed for any person residing in the family child care home. Child abuse and neglect records checks are only required for substitutes, aids or volunteers that will be working in a family child care home, but do not reside in the family child care home.

For FCCH household members: All residents' names, regardless of age, must have been disclosed to the Division of Early Learning Licensing and Administration through the original application and subsequent continuation notices. The provider must have a signed [Person In Home Authorization](#) form on file at their licensed child care home for all household members age 18 and older, including the provider.

When a provider signs their continuation notice, they are authorizing the Department to run a child abuse and neglect background checks for all household members regardless of age. The provider's signature also authorizes the Department to obtain child abuse and neglect reports every five years for each household member, regardless of age, as long as they are listed as living in the family child care home. If an individual is not listed on the continuation notice, there is a space to submit the required information, however, if there are more people to add than the space allows, please submit the required information on a separate piece of paper and send that information with your continuation notice.

For FCCH staff: Child abuse and neglect records requests are only required for staff (substitutes, aids or volunteers) that will be working in a family child care home, but do not reside in the family child care home. A Trails facility application [request](#) needs to be completed every 5 years for any staff of the family child care home.

To begin the application process, each individual needing a child abuse and neglect background check must [complete the paper version Facility Child Abuse and Neglect request](#), give that form to the appointed individual who then logs in the Provider Hub where that person will be able to submit an [online request and fee](#). The original signed copy must be retained in the employee's file. A mailed-in paper version of the request form will still be accepted, however, providers are encouraged to use the Provider Hub for faster processing times. Only a check or money order will be accepted with the mailed-in form. All credit card or



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e-check payments must be submitted through the Provider Hub. Online requests will be processed within 20 days. If you choose to mail in a request and/or submit a paper check or money order, this process may take up to 30 days.

Mail completed form(s) and payment to:

Colorado Department of Early Childhood
Division of Early Learning Licensing Administration
Attn: Trails Background Investigation Unit (BIU)
710 S. Ash Street
Denver, CO 80246

[CDEC Child Abuse and Neglect Check How to Guide](#)

2a. Person in Home Authorization form

Everyone in your household 18 years of age or older is required to complete and sign a [Person in Home Authorization](#) form to keep on file in the family child care home.

3. State-based Background Check Checklist

This is the [state-based background checklist](#) that **everyone** connected to your license (yourself, household members, staff: substitutes, employees, volunteers) must complete and have on file. [State-based Background Check Checklist \(Espanol\)](#)

Prior to submitting any state-based background check materials, the applicant must have completed FBI and CBI fingerprint-based background checks under your license.

- If the individual has not lived out of state in the past 5 years, complete sections A, B, sign, and put into your file. No need to send anything to the Background Investigation Unit (BIU).
- If the individual has lived out of state in the past 5 years, complete all sections, send requests to applicable states, send to BIU.
- Providers are required to keep a copy of the State-based background check eligibility letter issued by the CDEC BIU on-site at the employment location.

The completed checklist and all required documents (1 file per applicant) are sent to

cdec_cbc_biu@state.co.us or

Colorado Department of Early Childhood (CDEC)

Attn: Criminal Background Check (CBC)

710 South Ash Street

Denver, CO 80246

Questions? Please call the CDEC's Background Investigation Unit at 303.866.5043.

This is a monitored voicemail line; calls are returned within two business days.

You may also email them at cdec_cbc_biu@state.co.us.

[CDEC State-based Background Check How to Guide](#)



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Questions?

Contact the Background Investigation Unit:

Background Investigation Unit

Division of Early Learning Licensing and Administration, CDEC

710 S. Ash Street; Denver, CO 80246

Phone: 1-800-799-5876; Fax: 303-866-5340

Criminal Background Investigation Checks: cdec_cbc_biu@state.co.us

Background Inquiry Checks: cdec_backgroundinvestigation@state.co.us

CDED website: [Background Checks | Colorado Department of Early Childhood](#)