

## **Division of Child Care**

**DISCLOSURES TO BE PROVIDED TO AND SIGNED BY THE APPLICANT CHILD CARE STAFF MEMBER**  
Kentucky National Background Check Program (NBCP) Department for Community Based Services,  
Division of Child Care

FOR THIS TYPE OF EMPLOYMENT OR LICENSURE, STATE AND FEDERAL LAW REQUIRE A STATE AND NATIONAL CRIMINAL BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT

By signing this notice of required disclosures, the applicant for employment, volunteer services, or professional licensure, has the responsibility to be aware of the following:

- (1) A set of the applicant's fingerprints will be required to complete a background check in accordance with 922 KAR 2:280 through the Kentucky National Background Check Program (NBCP).
- (2) The applicant must complete and sign the Waiver Agreement and Statement (DCC-500), and provide a government-issued form of identification containing the applicant's photograph (such as a valid driver's license).
- (3) A background check facilitated by the NBCP shall include a:
  - (a) Check of required abuse registries; and
  - (b) Fingerprint-supported state and Federal Bureau of Investigation (FBI) criminal background check, which includes a comparison of the applicant's fingerprints with any latent fingerprints that may be on file with the Department of Kentucky State Police (KSP) or the FBI. The fingerprint images will be used for all criminal justice purposes.
- (4) The applicant's fingerprint images and associated information will be retained by KSP and the FBI in their databases and will be used to determine if the applicant has any criminal history information on file with the State and Federal criminal history repositories. KSP or the FBI will process future searches, including latent fingerprint searches, against the applicant's fingerprints and make full use of them in any criminal prosecution under state or federal law, as well as notify the Department for Community Based Services of subsequent arrests and convictions indicated in the criminal history repositories concerning the applicant.
- (5) Upon submission by the applicant to the fingerprint-supported State and FBI criminal background check, an employer *may* choose to hire the applicant provisionally while the background check is processed. Upon completion of the criminal background check, the Department for Community Based Services, Division of Child Care may release any record of State criminal history found in the files of the Kentucky centralized criminal history record information system to the applicant's current or prospective employer as reported on the DCC-500, Waiver Agreement and Statement.

DCC-501

(R. 12/2017

922 KAR 2:280

(6) The applicant's Social Security Account Number is needed in order to keep records accurate pursuant to the Federal Privacy Act Statement, which may be downloaded at:

<http://www.fbi.gov/aboutus/cjis/cc/library/privacy-act-statement-1>

(7) All information provided to the NBCP, Department for Community Based Services, Division of Child Care shall be kept confidential in compliance with applicable state and federal laws and regulations.

(8) The applicant has the right to request and inspect his or her criminal history record and to request correction of any inaccurate information. If the applicant does not exercise his or her right to inspect criminal history information, the Commonwealth shall not be responsible for the dissemination of inaccurate information, or liable for damages resulting from its determination of the applicant's eligibility for employment.

**I HAVE READ, AND UNDERSTAND, THE FOREGOING DISCLOSURES.**

Printed Name of Applicant: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Last Four Digits of SSN: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_