LOUISIANA DEPARTMENT OF EDUCATION

Office of Early Childhood Care and Education

Child Care Criminal Background Checks (CCCBC) Fingerprinting Guidance

Overview

A Child Care Criminal Background Check (CCCBC) is a prerequisite for employment within an early learning establishment. This CCCBC is distinct from the Criminal Background Check (CBC) conducted for teacher certification, which includes ECAC.

- **Effective January 1, 2025**, LA R.S. 17:8.9 mandates a separate CBC for certification purposes. Comprehensive guidance regarding the CBC can be accessed at doe.louisiana.gov/early-childhood.
- It is legally impermissible for a single background check to serve multiple functions (e.g., both employment and certification), as expressly prohibited by the FBI and the Louisiana State Police.

The following is a two-step process to obtain criminal history background results.

Step 1: Submit a CCCBC Application

A CCCBC application must be submitted within the secured CCCBC System portal. For comprehensive guidance on submitting CCCBC applications, please refer to the instructions available at doe.louisiana.gov/early-childhood.

Step 2: Obtaining Fingerprinting for the CCCBC

Applicants must complete a fingerprint-based CCCBC through the Louisiana State Police Bureau of Criminal Identification and Information.

- Applicants or providers scheduling on an applicant's behalf must schedule fingerprinting at an IdentoGO location specifically for the **Provider Type,** identified by a **Service Code.**
  - **Early Learning Centers** - Use Service Code **27N4H8**
  - **Family Care and In-Home Providers** - Use Service Code **27N6NF**
  - Using the incorrect service code will require re-fingerprinting and additional costs.
  - These service codes are exclusively for LDOE early learning centers and in home/family care providers, and should not be used for other purposes, such as teacher certification or ECAC.
- Print a confirmation of the appointment for your records.
- Individuals should arrive at the fingerprint appointment at the scheduled date and location listed on their confirmation.

- When arriving for the fingerprinting appointment, individuals must present one valid, unexpired **physical** photo ID. Digital IDs are not accepted. Acceptable forms of identification include:

    - State-issued driver's license
    - State ID card
    - Military ID
    - Tribal ID card
    - Current U.S. passport
    - Foreign passport
    - Permanent resident card
    - Alien registration card
    - U.S. visa
- At the fingerprinting appointment scheduled, the applicant will pay IdentoGO directly:
    - The fingerprinting fee is approximately $57.75.
    - The fee can vary slightly based on tax rates, location of printing site, and other factors.
    - There is an additional out-of-state fee of approximately $33.00 if the applicant opts to schedule at a geographical location in another state.
    - No Charge Authorization Coded (NCAC) coupon codes to be used for payment should be brought, with the individual, to their fingerprint appointment.
    - Checks and money orders should be made out to IDEMIA.
    - Cash is not accepted for payment.

- Individuals will be provided a fingerprint receipt once the fingerprinting service is complete. Please maintain the receipt as it may be needed to verify fingerprint submission.

Important:

Both steps must be completed in the order listed above Fingerprinting cannot be completed properly unless the CCCBC application has been submitted.

Upon submitting an application, the applicant will receive an email containing a link to schedule the fingerprinting appointment. Please be sure to use this link as the Service Code is pre-populated. If the appointment is scheduled without using the link provided, please be sure to fingerprint under the correct Service Code, either **27N4H8 or 27N6NF as identified above.** Failure to do so will prevent the CCCBC team from receiving the results of the fingerprint submission. A new appointment will be required, and the cost will be incurred a second time.

For additional questions, please contact the LDOE CCCBC team ldecccbcprocessing@la.gov.