

Live Scan Background check process

□ The employee being fingerprinted will complete the online authorization process:

Online DCI authorization instructions

1. Go to <https://atq.sd.gov/ouroffice/departments/dci/home.aspx#gsc.tab=0>.
2. Click on Law Enforcement resources on the top tool bar.
3. Next Click on Identification Section > Fingerprint background checks
4. Click on the [Background Check Request Form](#) at the bottom of the screen.
5. Create account when first using the website. After this, log in using the same credentials.
6. A welcome screen will display>New Request (Bottom of the screen)
7. The following sections need to be completed online for the receipt to be generated:

Background check type:

Request Type (Drop Down Box): *State and FBI*

Is this For Apostilles? *N/A(defaulted option)*

Purpose of request (drop down box): *Department of Social Services*

Location of Agency (drop down box): *Child Care Licensing (OLA)
CCDBGA*

Program: Please type the child care program that the provider is being fingerprinted for.

Reason Fingerprinted(Automatically entered): *CCDBGA 1*

Demographics: Name(Last, First and Middle), Race, Gender, Height, Weight, hair and eye color

Identification: country of birth; state of birth, date of birth; social security number(required), email address, phone number

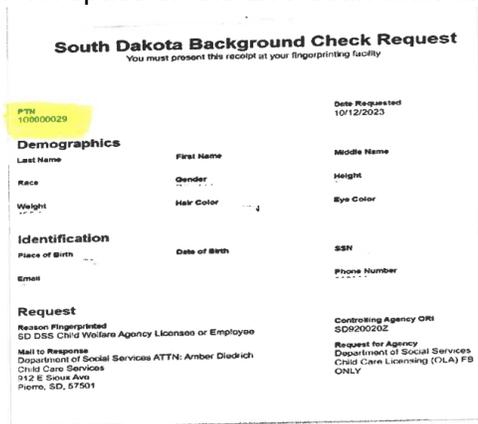
Note: Email address indicated in this field will be where the receipt notification is sent.

Residence: Address, country, city, state and zip code

8. Hit **Submit** at the bottom of the screen.
9. **Acknowledgement statement:** Read and check **all** boxes (4) and hit **Confirm** at the bottom of the screen.

FBI acknowledgement statement: Read and check **the box (1)** and hit **Confirm** at bottom of the screen.

1. Print or screen shot a copy of the receipt as you will need to present it when you are fingerprinted.
 2. You must be fingerprinted within **10 days** from the date authorization completed online. (see receipt for date).
7. The Payment Tracking Number from the receipt/confirmation will be entered into the PTN space on the Live Scan while fingerprinting the individual.



The image shows a 'South Dakota Background Check Request' form. At the top, it says 'You must present this receipt at your fingerprinting facility'. The form is divided into several sections: 'Demographics' (Last Name, First Name, Middle Name, Race, Gender, Height, Weight, Hair Color, Eye Color), 'Identification' (Place of Birth, Date of Birth, SSN, Email, Phone Number), and 'Request' (Reason Fingerprinted, Controlling Agency ORI, Mail to Response, Request for Agency). The PTN number '100000029' is highlighted in yellow.

Submit fingerprints for the provider via live scan machine.

You must have training on live scan before you submit fingerprints in this manner.

- Ensure you are using the correct **Civil State and FBI workflow** for all employees, including staff under the age of 18 years old. See Live scan instructions for details.
- If the employee recently turned 18 years old and previously only had an FBI criminal, sex offender and central registry background clearance, **all background checks** (FBI, DCI, NCIC, sex offender and Permission to screen for child abuse clearances) need to be completed again.

Complete the background check request on the provider portal **within 24 hours** of submitting the fingerprints via live scan:

- Ensure you upload the following forms on the background check request on the provider portal.
 - ✓ Declaration for Prior Criminal Convictions form
 - ✓ Permission to Screen for Child Abuse and Neglect Form

If the provider has lived outside the state of SD within the past five years, complete the OSS tab on the Provider Portal background check request tab and MAIL the original copies of the out of state forms to Kyli Hill, 700 Governors Drive, Pierre, SD 57501 within **24 hours**.