

Live Scan Background Check Process

Step 1: Complete a BGC request

- ☐ Complete the background check request (BGC) on the [Provider Portal](#) **within 24 hours** of submitting the fingerprints via live scan or prior to live scan prints taken. Note: You need to enter the date prints were submitted in the request. For ink rolled prints, complete the request at the time you mail cards to the Office of Licensing & Accreditation (OLA).
- ☐ Ensure the individual's legal name, address, weight, and hair color entered in the request matches the individual's ID (i.e. driver's license).
- ☐ Ensure first name is in the first name field, and last name is in the last name field.
- ☐ Determine if your request includes:
 - ✓ an in-state screening only
 - ✓ an out of state screening only
 - ✓ both an instate and out of state screening
 - ✓ Previous employment notification on file with OLA (Note: if there has been an employment gap of more than 6 months, a new screening will be required.)
 - Complete the *Previous Employment Request* form found under the '**Forms Repository**' tab.
 - You do **not** need to complete/upload the *Permission to Screen* form or *Declaration* form for these requests.
- ☐ For in-state and out-of-state requests, 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

Step 2: Live Scan fingerprinting Process

- ☐ The employee being fingerprinted will complete the DCI online authorization process:
 1. Go to <https://atg.sd.gov/ouroffice/departments/dci/home.aspx#gsc.tab=0>.
 2. Click on Law Enforcement resources on the top tool bar.
 3. Click on Identification Section > Fingerprint background checks
 4. Click on the '**Background Check Request Form**' at the bottom of the screen.
 5. Create an 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) CCDBGGA

Program: Enter the exact *Name of Program* of employment (including specific site information if there are multiple sites)

Reason Fingerprinted (Automatically entered): CCDBGGA 1

Demographics: Name (Last, First and Middle), Race, Gender, Height, Weight, hair and eye color. Ensure what you enter matches the individual's ID and the BGC request entered into the [Provider Portal](#).

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. Click '**Submit**' at the bottom of the screen.
9. **Acknowledgement statement:** Read and check **all** boxes (4) and click '**Confirm**' at the bottom of the screen.
10. **FBI acknowledgement statement:** Read and check the box **(1)** and click '**Confirm**' at bottom of the screen.
11. **Receipt:** Print or take a screen shot of the receipt. This is required for documentation when fingerprinted. **Note:** this receipt is only valid for 10 days. Once the registration is completed, **live scan prints must be submitted within 10 business days.**

Step 3: Live Scan Fingerprint Instructions

- ☐ If completing prints at a program, an individual must have been trained by DSS in using the Live Scan machine and process before submitting fingerprints.
- ☐ If completing prints at a DSS office, please contact your [local licensing office](#) to learn more about availability.
- ☐ Review the individual's ID to verify identity.
- ☐ Ensure there is a DCI on-line registration receipt. This receipt is needed to enter information into the live scan system.
- ☐ Ensure the workflow, ORI and reason codes are correct as outlined below:
 - ✓ Civil State and FBI Workflow
 - ✓ ORI code: SD BGA000Z
 - ✓ Reason code: CCDBGGA 1
- ☐ Enter the Payment Tracking Number (PTN) from the DCI on-line registration receipt into the PTN field.
- ☐ Once prints are submitted, ensure the green check mark  displays indicating successful transmission. If this does not appear, the prints will not be transmitted. If unsuccessful, check the internet connection and retry submission.

Step 4: Out of State Forms

- ☐ Ensure the BGC request submitted through the [provider portal](#) includes an Out-of-State Screening request.
- ☐ If the individual has lived outside the state of SD within the past five years, and as an adult, complete the individual state forms available at https://dss.sd.gov/childcare/background_screening.aspx (bottom of webpage). All original forms must be mailed to OLA, 700 Governors Drive, Pierre, SD 57501 within **24 hours of submission of a portal request**. OLA recommends retaining a copy of all forms mailed.

Step 5: Results

In-state & Out-of-state results: Results for full background check requests will be sent through the [Provider Portal](#) and can be found under the **'Message Center'** tab. To print results, press CTRL + P on your keyboard. Please retain a printed copy of results in the individual's personnel file for annual inspection monitoring.

Previous Employment results: Results will appear as **'closed:withdrawn'** under the **'Background Check Request'** tab for the individual. The previous employment documentation will be sent through the [Provider Portal](#) and can be found under the **'Document Center'** tab. To print results, press CTRL + P on your keyboard. Please retain a printed copy of results in the individual's personnel file for annual inspection monitoring.

If you have questions regarding the background check process, contact the Office of Licensing and Accreditation at DSSOLAScreening@state.sd.us before submitting the request.

Important Reminders

- Do not submit a Background Check Request until all required information is available.
- Ensure the individual's name, date of birth, and other identifying information are entered accurately.
- Upload all required in-state forms directly to the Background Check Request in the Provider Portal.
- Mail all required out-of-state forms to OLA; 700 Governors Drive; Pierre SD 57501
- Do not mail out-of-state requests to individual out-of-state agencies or pay any fees associated with out-of-state requests. All fees are covered by OLA.
- If additional information is requested by OLA, respond promptly to avoid delays in processing. Messages will most often be sent under the [provider portal](#) **'Message Center'** tab.
- An individual may not begin working in a child care position until the applicable background check requirements have been completed and the individual has been determined eligible in accordance with state and federal requirements.