Child and School Age Care Live Scan Instructions & Locations

There are two different ways to access Digital Live Scan Fingerprints:

1) Work with a licensing specialist at one of the Department of Social Services offices listed below.

2) The Department has partnered with child care and school aged programs in the cities listed below to ensure that digital scan devices are accessible across the state. Please contact your appropriate Child Care Licensing Office to learn more.

Instructions for Digital Live Scan Fingerprints regardless of location:

- For Digital Live Scan submissions, please complete the newly required DCI on-line registration process available at: https://backgroundcheck.sd.gov/login?returnRoute=.
- In addition to the live scan fingerprint, you will also continue to submit:
  - Permission to Screen for Reports of Abuse and Neglect,
  - Child Care Declaration of Prior Criminal Conviction and Military History Form, and
  - Transmittal form (Live Scan locations will have these. Additional forms can be obtained through your local licensing specialist.)
- All forms must be submitted to DSSOLAScreening@state.sd.us **and** DCI.IDBackgroundChecks@state.sd.us.

DSS Digital Live Scan Locations
Please call to make an appointment to have your Digital Live Scan fingerprints completed.

Rapid City –1.800.644.2914
Pierre – 1.800.227.3020
Aberdeen – 1.866.239.8855
Brookings – 1.866.267.5228
Sioux Falls – 1.866.801.5421
Mitchell – 1.800.231.8346

Child & School Age Care Live Scan Locations

City	City	City
Aberdeen	Harrisburg	Spearfish
Agency Village	Hartford	Tea
Baltic	Huron	Vermillion
Brandon	Mitchell	Watertown
Brookings	Mobridge	Winner
Chamberlain	Pierre	Yankton
Dakota Dunes	Rapid City	
Fort Thompson	Sioux Falls	

Law Enforcement Agency Instructions
You may wish to contact your local law enforcement agency to determine capacity with completing digital prints using fingerprint cards. If this is an option, please contact your Licensing Specialists for further instructions to ensure proper handling and processing.