



Background Investigation Unit (BIU)

State-based Background Check Checklist

Due to Federal requirements, applicants who have lived outside of Colorado in the past five years are required to provide the following three background checks for each state they have lived in 1.) State Criminal History Check, 2.) State Sex Offender Registry Check, and 3.) State Child Abuse and Neglect Registry Check. However, a State Criminal History Check will not be required for states participating in the National Fingerprint File (NFF) Program. Currently, there are nineteen (19) states, besides Colorado, that participate in the NFF: Florida, Georgia, Hawaii, Idaho, Iowa, Kansas, Maryland, Minnesota, Missouri, Montana, North Carolina, New Jersey, New York, Ohio, Oklahoma, Oregon, Tennessee, West Virginia, and Wyoming. For all other previous states of residence, criminal history checks must be requested. A complete copy of each background check response must be retained in the employee's file on-site at the employment location. Also, another full set must be sent to the Colorado Department of Human Services (CDHS) Office of Early Childhood (OEC) Background Investigation Unit (BIU) to be reviewed for a determination of eligibility. Once the files are reviewed, the BIU will send the facility a letter regarding the applicant's eligibility status, whether the applicant is approved or not.

Please only send the OEC BIU your results once all *THREE* required background checks are completed for ALL states you have lived in over the previous five years from your hire date.

Before Getting Started

The form MUST be typed; handwritten checklists will not be accepted and will be returned.

- Information on how to complete each of these checks can be found on the state website from which you are requesting the background check. Each state's child care background check contacts may be found via [this link](#).
- **You must obtain all required background checks from every state you lived in in the past five years before sending this checklist to the BIU.** If your state background check package does not include each of the three required background check responses from every state you have lived in over the past five years, your request will not be processed, and the materials will be returned.
- This request checklist generates ONE Results Letter. Results from this request are released to the person/agency/facility requesting the background check, NOT to the person being checked.
- BIU's review of all the submitted materials for state-based checks may take up to 25 days from receipt, so please plan accordingly. Requests are processed in the order they are received.
- The form must be typed; handwritten forms will be returned. If you have questions, please call the OEC's Background Investigation Unit at 303.866.5043. This is a monitored voicemail line; calls are returned within two business days. You may also email us at cdhs_oec_cbc_biu@state.co.us.
- Make a copy of this checklist and all pages of the results to keep for your files before you submit them. Mail your completed checklist and all required documents to:

Colorado Department of Human Services (CDHS)
Attn: Criminal Background Check
OEC Background Investigation Unit (BIU)
1575 Sherman Street, Garden Level
Denver, CO 80203-1714

State-based Background Check Checklist begins on page 2.

You do not need to print the form in color OR mail the instruction page (pg. 1) to us.

The form MUST be typed; handwritten checklists will not be accepted and will be returned.



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Section A: Agency/Facility Information (REQUIRED)			
Agency/Facility Name <i>(requesting the check)</i>		CDHS License Number (REQUIRED)	
Street Address or P.O. Box	City	State	Zip Code
Email Address		Phone #	

Section B: Applicant Information (REQUIRED)			
First Name	Middle Name <i>(not initials)</i>	Last Name	Social Security #
Previous Names <u>Ever</u> Used (including maiden, middle, etc.) - List ALL. <i>If none, please type "none."</i>			
Date of Birth (MM/DD/YYYY)	Sex (M, F, X)	Race/Ethnicity (White, Black, etc.)	Phone #
Current Address			
Street Address		City	State Zip Code

Have you lived in a state other than Colorado within the past 5 years?

No Yes If you checked yes, you **must** complete sections C, D and E. If you checked no, you **must** complete section E.

Section C: Previous Residence Information (REQUIRED if Applicable)	
<i>Please list each state you have lived in over the past 5 years, the dates you lived there and the dates each required background check was completed.</i>	
State #1 Address(es):	Dates Resided
State Criminal History Check Completion Date:	State Sex Offender Registry Check Completion Date:
State Child Abuse and Neglect Registry Completion Date:	
State #2 Address(es):	Dates Resided
State Criminal History Check Completion Date:	State Sex Offender Registry Check Completion Date:
State Child Abuse and Neglect Registry Completion Date:	
More space for previous residence information is provided on the next page	



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Section C: Previous Residence Information (REQUIRED if Applicable) (Continued)	
State #3 Address(es):	Dates Resided
State Criminal History Check Completion Date:	State Sex Offender Registry Check Completion Date:
State Child Abuse and Neglect Registry Completion Date:	
State #4 Address(es):	Dates Resided
State Criminal History Check Completion Date:	State Sex Offender Registry Check Completion Date:
State Child Abuse and Neglect Registry Completion Date:	
State #5 Address(es):	Dates Resided
State Criminal History Check Completion Date:	State Sex Offender Registry Check Completion Date:
State Child Abuse and Neglect Registry Completion Date:	
State #6 Address(es):	Dates Resided
State Criminal History Check Completion Date:	State Sex Offender Registry Check Completion Date:
State Child Abuse and Neglect Registry Completion Date:	
State #7 Address(es):	Dates Resided
State Criminal History Check Completion Date:	State Sex Offender Registry Check Completion Date:
State Child Abuse and Neglect Registry Completion Date:	

If you've lived in more than seven states in the past five years, please complete and submit an additional copy of this page (page 3) with your form.



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Section D: Previous Residence Information Summary (REQUIRED)

Please provide each state you have lived in over the previous 5 years, the dates you lived there and the completion dates of each required background check for each of those states.

#	State	Dates Resided	Criminal History Check	Sex Offender Registry Check	Child Abuse and Neglect Registry Check
EX	MO	1/15-2/17	2/20/2020	3/25/2020	2/05/2020
1					
2					
3					
4					
5					
6					
7					

Section E: Certification

This form must be signed below. Unsigned forms will not be processed and will be returned.

I hereby certify that, to the best of my knowledge, the provided information is true and accurate.

Signature prospective/current staff : _____

Date : _____