

Family Child Care Providers Step by Step

CCDBG Background Check Fingerprinting Instructions

CCDBG Federal Requirements: Comprehensive Criminal Background Checks
Federal and State Law requires comprehensive criminal background checks for child care providers, staff and household members.

STEP 1

Accessing the Website

To schedule a 10 minute fingerprint appointment online click here: [IndentoGO Website](#)

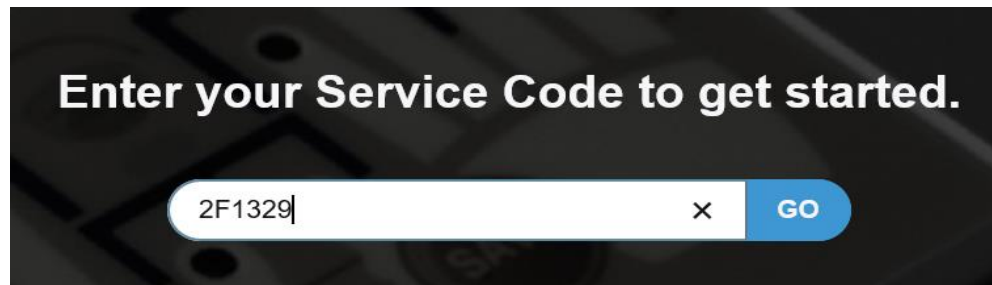
If you do not have access to the Internet? You can schedule an appointment by calling **1-877.503.5981**, you must provide the service code indicated below.

STEP 2

Entering Your Service Code

Once you have clicked the link above you will be prompted to enter the Service Code that accurately reflects your status within the Child Care Providers Program:

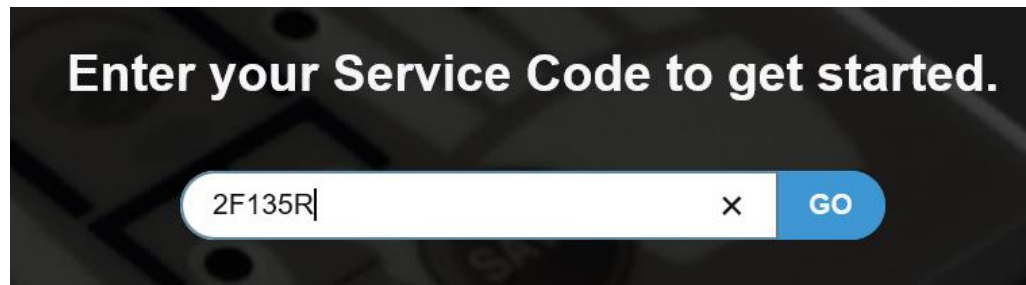
FCC Provider or Staff Member : Enter Service Code 2F1329



Enter your Service Code to get started.

 × GO

Household Member or Volunteer: Enter Service Code: 2F135R



Enter your Service Code to get started.

 × GO

It is very important that you enter the *correct* Service Code to ensure accurate and timely processing

STEP 3

Scheduling Your Appointment

Click on "Schedule or Manage Appointment"

2F1329 - New Jersey CCDBG CHILD CARE EMPLOYMENT-CFK-State&Fed

[← Back to Home](#)

[Schedule or Manage Appointment](#)

Schedule an in-person appointment or change an existing appointment.

[What do I need to bring to enrollment?](#)

Find out which documents you need to bring to the enrollment center to facilitate processing.

[Locate an Enrollment Center](#)

Locate and get directions to an enrollment center near you.

[Submit A Fingerprint Card by Mail](#)

Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail.

At the top of this screen you should see New Jersey's Service Name:
"New Jersey CCDBG CHILD CARE EMPLOYMENT"

STEP 4

Identifying Yourself / Contact Information

Select "Name / Method of Contact"



Name / Method of Contact



UE ID / Date of Birth

2F1329 - New Jersey CCDBG CHILD CARE EMPLOYMENT-CFK-State&Fed

Essential Info

Additional Info

Citizenship

Personal Questions

* Required Fields

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to check the status of your service or 'Cancel' to exit.

Notes:

- Important! You must finish the registration process to be fingerprinted. You will receive an email or confirmation number when registration is complete.
- Legal Name must match exactly on all identification documents brought to enrollment.
- Remember the phone numbers and/or email address provided below, as they will be used to retrieve your information during your in-person enrollment.

Legal Name

* First Name

* Middle Name (or NMN if no middle name)

* Last Name

Suffix

-- Choose One --

Date of Birth

* Date of Birth

* Confirm Date of Birth

STEP 5

Contributors Case Number

The **Contributors Case Number** begins with the letters **FM** and can be found on the IndentoGO Fingerprinting Service Form issued by the Child Care Resource & Referral (CCR&R) Agency
(see yellow highlighted area on the example below)

CCR&R Agency Name

IndentoGO

Fingerprint Service Code Form - **Household Member/Volunteer**



After Case Number –Enter Provider License/Registration Number and Applicant Initials

Contributor Case Number: FM####

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Agency Identifiers

* Contributor Case Number

FM#####

STEP 6

Additional Identifying Details

Applicants must verify and enter additional details on the next several screens.

Citizenship, Personal Identifying Information (height, eye and hair color, etc.), Mailing Address and select which Identifying Documents you will bring to your appointment.

STEP 7

Selecting a Vendor, Date and Time

To find a vendor near you enter your zip code and click search, a list of vendors will populate by the system. You must select a location, date and time.

* Required Field

Enter a Postal Code, City, Airport Code or Special Location Access Code to search for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit.

Note: Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code. Number of Results: 5

Use My Location Search

Appointment Date and Time (first available displayed by default)

Select Date: -- Choose One --

Select Time: -- Choose One --

STEP 8

Email Confirmations / Additional Notes

- When an applicant provides an email address in Step 3 “Contacting Information”, an email will be sent by the vendor with your UEID number (Universal Enrollment ID).
- The system will also generate an automatic email which will include your TCN (Transaction Control Number).
- Please print these email notices and forward to your Child Care Resource & Referral (CCR&R) Agency.
- If you are experiencing difficulty scheduling a fingerprint appointment, please contact your CCR&R Agency for assistance 1-800-332-9227
- To check the status of your fingerprint results log on to: [IndentoGO Website](#). You will need your assigned UEID number and date of birth to access the results.