



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor

MANDY COHEN, MD, MPH • Secretary

MARK PAYNE • Director, Division of Health Service Regulation

February 15, 2021

TO: N.C. Administrator In Training (AIT) Program Providers
Prospective N.C. Certified Adult Care Home Administrators
Prospective N.C. Approved Family Care Home Administrators

From: Racine Monroe, Certification Administrator
Adult Care Licensure Section (ACLS)
Division of Health Service Regulation (DHSR)

Re: Change to Administrator Applicant N.C. Criminal Background Check Process-
Implementation of Live Scan

Effective March 15, 2021, the ACLS section will no longer mail fingerprint cards to Administrator applicants for N.C. criminal background checks. The Section will begin utilizing the system, Live Scan to complete N.C. criminal background checks.

Live Scan is the system used to obtain and transmit digital fingerprints electronically to the State Bureau of Investigation (SBI).

Note: If the applicant has resided in N.C. less than 5 years, he/she is responsible for obtaining a satisfactory national criminal history report from the Federal Bureau of Investigations (FBI), in addition to the SBI criminal history check. The applicant is responsible for sending the FBI criminal history report to the ACLS office.

Individuals applying for Administrator Approval or Certification must follow these steps to obtain a N.C. criminal history report:

1. Obtain an *Electronic Fingerprint Submission Release of Information Form* and *Applicant Information Form* by sending an email request to:
DHSR.AdultCare.Questions@dhhs.nc.gov.
2. Upon receipt of forms; the applicant must take the forms to a law enforcement agency.

The fee for Live Scan is \$38.00 which must be paid directly to the law enforcement agency. The law enforcement may charge an additional fee for taking your prints. If the law enforcement agency does not have a Live Scan device, a card will be printed and provided to the applicant. The applicant must submit the card to the SBI by mail.

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF HEALTH SERVICE REGULATION

ADULT CARE LICENSURE SECTION

LOCATION: 801 Biggs Drive, Brown Building, Raleigh, NC 27603
MAILING ADDRESS: 2708 Mail Service Center, Raleigh, NC 27699-2708
www.ncdhhs.gov/dhsr/ • TEL: 919-855-3765 • FAX: 919-733-9379

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3. The law enforcement agency will review the forms and complete fingerprinting processing.
4. The applicant must return the Electronic Fingerprint Submission Release of Information Form with Administrator application packet to the Adult Care Licensure Section.
5. The SBI will send the SBI criminal history report directly to the Adult Care Licensure Section within approximately 2 weeks.

These steps can also be found on the Administrator Requirements and Guidelines section of the ACLS website: <https://info.ncdhhs.gov/dhsr/acls/adminguidelines.html>