



Application For Enrollment In The Criminal History Registry

This CCD 199 Application Form Is To Be Used To Apply For:

- A new enrollment in the Criminal History Registry, or
 - To Renew or reopen a previously issued criminal history registry enrollment
-

Requirements

You must be enrolled in the Criminal History Registry if you are 18 years or older and:

- The owner, operator, employee, or volunteer of a program regulated by the Child Care Division (CCD).
- The operator, employee, or volunteer of an Oregon pre-kindergarten or federal Head Start program.
- A contractor or an employee of a contractor who provides early childhood special education or early intervention services.
- A provider or resident of a registered or certified family home.
- A substitute, regular visitor, or an individual who has unsupervised contact with children in a CCD regulated facility or home.

Upon approval for enrollment in the Criminal History Registry, your status in the registry will be valid for a period of two (2) years. 120 days prior to your expiration date, a renewal application will be mailed to the address on file with CCD. **IMPORTANT:** It is your responsibility to notify CCD in writing of an address or phone number change during your two year enrollment period, so we may update information. Please include your Criminal History Registry enrollment number with all correspondence to CCD.

Fingerprints Required

An FBI check is required in the following situations:

- Applicant has lived outside the state of Oregon in the last 18 months.
- An Oregon State Police computerized criminal history check indicates a multi-state offender status.
- CCD has obtained information that you have committed a crime in another state.

Application Checklist

Before submitting the Criminal History Application to CCD, review your application and make sure all information is complete. **Failure to complete all required fields will result in your application being returned and delay processing.**

Mail the following items to the Child Care Division (see address on the bottom of application):

- Completed application
- **\$3 non-refundable application fee** (check or money order, do not send cash) made payable to the Child Care Division
- CCD form 312 or written statement (if applicable)
- Written explanation and documentation for responses to criminal history portion of application (if applicable)

If you have questions, please call the Child Care Division at 1-800-556-6616 or 503-947-1400 or visit our web site at www.childcareinoregon.org for general information.

See instructions on the other side – “How to complete the application form CCD 199”



How To Complete The Application For Enrollment In The Criminal History Registry Form (CCD 199)

NOTE	Refer to this instruction sheet as you fill out each Section of the CCD 199 form. Missing information or fee is considered to be incomplete and your application will be returned to you and will delay processing.
SECTION 1	Indicate what type of application you are submitting. If you are renewing or reopening please include your Registry number that was previously issued to you. You may call CCD if you are unsure of the enrollment number. FOR RENEWALS ONLY: You must show previous work or volunteer history in a CCD regulated child care center or family child care home during your most recent two-year Registry enrollment period.
SECTION 2	The fee for processing this application is \$3 and is non-refundable . Your fee must be included with your application (CCD 199 form). CCD only accepts checks or money orders. DO NOT SEND CASH.
SECTION 3	All of the information in Section 3 is required for processing your application. Please do not leave anything blank. Include your social security number (SSN) in the required field. If you do not have a SSN, please contact CCD at 1-800-556-6616 to request CCD form 312, or download it from our web site at www.childcareinoregon.org , or provide a written statement declaring that you currently do not have a SSN. Please sign and date this statement and return it with your application form.
SECTION 4	Please select only one language. If you check other, please specify the language and/or dialect. CCD uses a language line for all verbal communication. However, be advised not all printed materials are available in other languages.
SECTION 5	Check one of the boxes in Section 5 if: 1) you have not been hired as of today by a licensed child care facility or 2) if the facility you will be hired by or associated with has not yet submitted their application.
SECTION 6	Check one or more of the boxes in Section 6 if you are currently employed by, volunteering for, substituting, or residing in a licensed facility or a federal head start program. Please fill in all the information completely for each facility you work or are associated with. Use additional pages if needed. The information about each facility is important to ensure our records are accurate.
SECTION 7	If you answered yes to this question, CCD will send you a fingerprint packet with instructions. There is an additional cost for fingerprinting. See other side " Fingerprints Required " for additional information.
SECTION 8	If you answered yes to either question, you must include the following information on a separate piece of paper: list the specific crime(s), describe the circumstances surrounding the crime(s) including associated legal or court proceedings; and a description of any personal changes you have made to address the issues that led to the crime(s). You must indicate the year and state in which the crime(s) occurred.
SECTION 9	An original signature is required in order to process this application.

