

# STAFF INFORMATION/APPLICATION

NAME:			BIRTHDATE (IF UNDER 18 YEARS):		
CELL PHONE:	HOME PHONE:	E-MAIL ADDRESS:			
HOME ADDRESS:	CITY:			STATE:	ZIP:

## EDUCATION AND TRAINING

### Education:

High school graduate or General Education Development (GED) test passed?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CURRENTLY ATTENDING
Early childhood education course work in high school?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CURRENTLY ATTENDING
Post high school training (college, business school, military, etc.):	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CURRENTLY ATTENDING

NAME AND CITY/STATE	DATES ATTENDED	CREDITS EARNED	DEGREE EARNED/DATE	MAJOR/SUBJECT

### Other Child Care Training:

TITLE OF CONFERENCE/WORKSHOP/TRAINING	CLOCK HOURS	TRAINER/SPONSOR

## EMPLOYMENT HISTORY

(START WITH CURRENT OR MOST RECENT EMPLOYER, INCLUDE VOLUNTEER EXPERIENCE. IF MORE SPACE IS NEEDED ATTACH ANOTHER SHEET OF PAPER OR YOUR RESUME.)

MAY WE CONTACT THE EMPLOYER BELOW?  YES  NO

EMPLOYER:	TITLE/POSITION:	EMPLOYED FROM (MO/YR):
PHONE:	SUPERVISOR NAME:	EMPLOYED TO (MO/YR):
JOB DUTIES:		REASON FOR LEAVING:

MAY WE CONTACT THE EMPLOYER BELOW?  YES  NO

EMPLOYER:	TITLE/POSITION:	EMPLOYED FROM (MO/YR):
PHONE:	SUPERVISOR NAME:	EMPLOYED TO (MO/YR):
JOB DUTIES:		REASON FOR LEAVING:

MAY WE CONTACT THE EMPLOYER BELOW?  YES  NO

EMPLOYER:	TITLE/POSITION:	EMPLOYED FROM (MO/YR):
PHONE:	SUPERVISOR NAME:	EMPLOYED TO (MO/YR):
JOB DUTIES:		REASON FOR LEAVING:



## REFERENCES

Please provide information for at least 2 people who have knowledge of your work experience, education, and suitability to work with children.

NAME/TITLE:	ADDRESS:	<b>FOR CENTER USE ONLY</b>
RELATIONSHIP:		DATE REFERENCE RECEIVED:
PHONE:		<input type="checkbox"/> WRITTEN <input type="checkbox"/> VERBAL
NAME/TITLE:	ADDRESS:	<b>FOR CENTER USE ONLY</b>
RELATIONSHIP:		DATE REFERENCE RECEIVED:
PHONE:		<input type="checkbox"/> WRITTEN <input type="checkbox"/> VERBAL
NAME/TITLE:	ADDRESS:	<b>FOR CENTER USE ONLY</b>
RELATIONSHIP:		DATE REFERENCE RECEIVED:
PHONE:		<input type="checkbox"/> WRITTEN <input type="checkbox"/> VERBAL

## RECEIPT OF POLICIES AND PROCEDURES

I attest that all of the information on this application is accurate, and that I have read and received the following information:

- Center Policies and Procedures
- OOL Information to Parents Document
- Discipline Policy
- Policy On The Release Of Children
- Policy On The Use Of Technology And Social Media
- Policy on the Methods of Parental Notification of Injuries (if applicable)
- I have received a Child Abuse Record Information (CARI) form and consented to a CARI check
- I have received a Criminal History Record Information (CHRI) form and consented to a CHRI check.
- Other: \_\_\_\_\_

<b>STAFF SIGNATURE:</b>	<b>DATE:</b>
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## FOR CENTER USE ONLY

DATE HIRED:	POSITION:	SOCIAL SECURITY #:	DATE TERMINATED:
DATE OF PHYSICAL:	RESULTS:	DATE OF MANTOUX/CHEST X-RAY:	RESULTS:

OTHER:

# CHILD CARE CENTER STAFF WRITTEN REFERENCE FORM

*This section to be completed by job applicant:*

Applicant's Name:	Position Applying For:	Date:
Name of Reference:	Organization/Company:	Phone:

We are considering the candidate described above for the position described above in our child care center. We would appreciate your completing this reference form and returning it in the envelope provided.

1. How long have you known the candidate:
2. In what capacity/relationship?
3. In your opinion, is the candidate of good character?
4. Are you aware of any strengths or weaknesses of this candidate which may relate to his/her job performance?
5. The candidate will be working with children ages \_\_\_\_\_.  
Can you attest to the candidate's suitability to work with children of this age?
6. If the candidate worked for/with you, please comment on:  
Attendance:  
  
Work Attitude:  
  
Job Performance:

Additional Remarks:

Signature of Reference:	Date:
Signature of Center Staff Verifying Reference (if applicable):	Date:



## CHILD CARE CENTER STAFF WRITTEN REFERENCE FORM

*This section to be completed by job applicant:*

Applicant's Name:	Position Applying For:	Date:
Name of Reference:	Organization/Company:	Phone:

We are considering the candidate described above for the position described above in our child care center. We would appreciate your completing this reference form and returning it in the envelope provided.

1. How long have you known the candidate:
  
2. In what capacity/relationship?
  
3. In your opinion, is the candidate of good character?
  
4. Are you aware of any strengths or weaknesses of this candidate which may relate to his/her job performance?
  
5. The candidate will be working with children ages \_\_\_\_\_.  
Can you attest to the candidate's suitability to work with children of this age?
  
6. If the candidate worked for/with you, please comment on:
  - Attendance:
  
  - Work Attitude:
  
  - Job Performance:

**Additional Remarks:**

Signature of Reference:	Date:
Signature of Center Staff Verifying Reference (if applicable):	Date:

**Criminal Disclosure Statement**  
**Application for Employment in a Child-Care Service**

I swear/affirm that I have gotten fingerprinted with Identogo and will promptly return the receipt to my employer.

I swear/affirm that I have not been named as a perpetrator of a founded report of the child abuse or as an individual responsible for a founded report for a school employee as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes:

- Criminal homicide
- Aggravated assault
- Stalking
- Kidnapping
- Unlawful restraint
- Rape
- Statutory sexual assault
- Involuntary deviate sexual intercourse
- Sexual assault
- Aggravated indecent assault
- Indecent exposure
- Incest
- Concealing death of child
- Endangering welfare of child
- Dealing in infant children
- Prostitution and related offenses
- Obscene and other sexual material performances
- Corruption of minors
- Sexual abuse of children, or equivalent crime under Federal law or law of another state.

I have not been convicted of any felony offense relating to the controlled substance, during device and cosmetic act committed within the past five years.

I understand that my employment must be terminated if I am named as a perpetrator of a founded report of child abuse within the past five years or have been convicted of any of the crimes listed above.

I understand that my employment may be terminated if I have been named as the perpetrator of an indicated or founded report of child abuse or as an individual responsible for the injury or abuse in a founded or indicated report for a daycare employee.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing and/or false statements are punishable crimes according to New Jersey Criminal Code.

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_



Department of Children and Families  
Office of Licensing

## **INFORMATION TO PARENTS**

Under provisions of the *Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)*, every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint



investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://childcareexplorer.njccis.com/portal/>.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the *State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873*. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to [www.state.nj.us/dcf/](http://www.state.nj.us/dcf/).



## **POLICY ON THE RELEASE OF CHILDREN**

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

1. The child is supervised at all times;
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the *24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873)* to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
3. If the center is unable to make alternative arrangements, a staff member shall call the *24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873)* to seek assistance in caring for the child.

For school-age child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).



## **GUIDELINES FOR POSITIVE DISCIPLINE**

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Methods of positive discipline shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control.

Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self-esteem.

You can use positive discipline by planning ahead:

- Anticipate and eliminate potential problems.
- Have a few consistent, clear rules that are explained to children and understood by adults.
- Have a well-planned daily schedule.
- Plan for ample elements of fun and humor.
- Include some group decision-making.
- Provide time and space for each child to be alone.
- Make it possible for each child to feel he/she has had some positive impact on the group.
- Provide the structure and support children need to resolve their differences.
- Share ownership and responsibility with the children. Talk about our room, our toys.

You can use positive discipline by intervening when necessary:

- Re-direct to a new activity to change the focus of a child's behavior.
- Provide individualized attention to help the child deal with a particular situation.
- Use time-out -- by removing a child for a few minutes from the area or activity so that he/she may gain self-control. (One minute for each year of the child's age is a good rule of thumb).
- Divert the child and remove from the area of conflict.
- Provide alternative activities and acceptable ways to release feelings.
- Point out natural or logical consequences of children's behavior.
- Offer a choice only if there are two acceptable options.
- Criticize the behavior, not the child. Don't say "bad boy" or "bad girl." Instead you might say "That is not allowed here."

You can use positive discipline by showing love and encouragement:

- Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
- Provide positive reinforcement through rewards for good behavior.
- Use encouragement rather than competition, comparison or criticism.
- Overlook small annoyances, and deliberately ignore provocations.
- Give hugs and caring to every child every day.
- Appreciate the child's point of view.
- Be loving, but don't confuse loving with license.

Positive discipline is NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves
- Hitting, shaking, or any other form of corporal punishment
- Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children
- Engaging in or inflicting any form of child abuse and/or neglect
- Withholding food, emotional responses, stimulation, or opportunities for rest or sleep
- Requiring a child to remain silent or inactive for an inappropriately long period of time

Positive discipline takes time, patience, repetition and the willingness to change the way you deal with children. But it's worth it, because positive discipline works.



**Main Street Day Care**  
*Method of Parent Notification & Social Media Policies*

**Methods of Parent Notification:**

Daily communication at drop-off and pick-up lets the parent or teacher know how the day progressed for the child. Phone calls and notes are also used to communicate with parents. To keep parents in the loop with learning activities in the classroom, teachers post lesson plans and other information on the classroom bulletin board. Teachers may also email classroom happenings, in addition to the monthly calendar which informs our day care community. The Daycare facebook page also includes general information, current events, and links for school closings, delayed openings, and early dismissals. Parents are encouraged to communicate through our Bright Wheel app.

**Social Media:**

No discriminating remarks may be made against Main Street Day Care, its children, enrolled family members, staff, or any other person connected in any way to Main Street Day Care on social media.

Individual and group photos of children at school may not be posted on social media. You may feel comfortable sharing photos of your child, but other parents may not feel the same way. Confidentiality can be significantly compromised through social networking sites such as Facebook. Any communication related to school needs to go through appropriate channels. We encourage parents to send messages or make inquiries through our e-mail: [msadaycare@gmail.com](mailto:msadaycare@gmail.com). We check the messages everyday and will forward a message for a staff member as soon as possible. Other appropriate forms of communication with staff include: calling the school to talk with a staff member directly or talking with staff at pick-up or drop-off or through the messaging app Bright Wheel.



## **Main Street Day Care Social Media Policy**

Every employee has the responsibility to maintain and enhance the Center's public image and to use the Internet in a responsible manner.

Employees must maintain professionalism at all times in all communications (in-person, written, or online) with the Center community. Additionally, all staff must be aware of the possibility of online content being shared with extended family, coworkers, and parents and staff from other classrooms within the Center, as well as others outside the Center community. Therefore, all information disseminated will be consistent with the professional standards of the Center as expressed within this Social Media Policy and the Day Care's Handbook.

Employees may be held responsible for any online behavior or content that connects them to the Center or implicates the Center in that behavior. Employees may also be held responsible for any statements, posts, communications, or other online behavior or content that is not consistent with the Center's mission and philosophy.

The publication of photos, images, or artwork of students at the Center, whether online or otherwise, is generally prohibited without prior approval from the Director. Some families at the Center have chosen to restrict photograph permissions of their child(ren), and it is expected that all employees will be aware of, and abide, by those restrictions.

Employees must consider and respect the privacy of the students, faculty, staff, and administrators of the Center in all online activity. The posting of confidential and/or identifying information about the children, parents, or staff at the Center on social media (including but not limited to Facebook, Twitter, Instagram, and so forth) is strictly prohibited. In no way does the Center wish to abridge the rights of its employees to engage in critical commentary and observations that may relate to the Center and its operations; however, when such commentary and observations occur within a public forum and contain confidential information, it may result in disciplinary action for the employee.

The posting of non-confidential information (promotional materials and the like) shall be restricted to official channels of communication (the Center's website/Facebook page, etc.) unless prior written approval from the Director has been obtained.

I have read, understand, and agree to abide by Main Street Daycares' Social Media Policy.

\_\_\_\_\_  
Staff/Applicant's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff/Applicant's Signature



# STAFF

## RECEIPT OF INFORMATION:

Information to Parents Document

Policy on the Release of Children

Positive Guidance and Discipline Policy

Policy on Methods of Parental Notification

(Applicable only if a method other than a phone call is used to notify parents of an injury to a child's head, a bite that breaks the skin, a fall from a height, or an injury requiring professional medical attention.)

Policy on the Use of Technology and Social Media

*I have read and received a copy of the information/policies listed above.*

\_\_\_\_\_  
Staff Name:

\_\_\_\_\_  
Start Date:

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date:



# STAFF HEALTH EXAMINATION FORM

## TO BE COMPLETED BY APPLICANT

PATIENT'S NAME:	BIRTHDATE:
<p>I authorize (health care provider's name) _____ to release my medical information to (center) _____ in connection with my job application.</p> <p style="text-align: center;">I understand that the center will keep this information confidential.</p>	
PATIENT'S SIGNATURE:	DATE:

## TO BE COMPLETED BY HEALTH CARE PROVIDER

The above-named patient is applying for employment at our child care center. New Jersey State regulations require a health care provider's statement indicating that he or she is in good health and poses no health risk to persons at the center. Such statement shall be based on a medical examination within the six months immediately preceding such person's working at the center.

A Mantoux tuberculin skin test with five TU (tuberculin units) of PPD tuberculin, except that the staff member shall have a chest x-ray taken if he or she has had a previous positive Mantoux tuberculin test. The staff member shall submit to the center written documentation of the results of the test and x-ray.

If the Mantoux tuberculin test result is insignificant (zero to nine millimeters (mm) of induration), no further testing shall be required.

If the Mantoux tuberculin skin test result is significant (10 or more mm of induration), the individual shall have a chest x-ray taken. If the chest x-ray shows significant results, the staff member shall not come in contact with the children unless he or she submits to the center a written statement from a health care provider certifying that he or she poses no threat of tuberculosis contagion

DATE OF MANTOUX TEST:	RESULTS:
DATE OF CHEST X-RAY (IF APPLICABLE):	RESULTS:
DATE OF PHYSICAL EXAMINATION: <small>(must be within 6 months immediately preceding hire date)</small>	RESULTS:

Is there any reason to preclude this patient from working with children?

- NO
- YES (please explain):

REMARKS:

I have examined the above-named patient and found him/her to be in good health and to pose no health risk to others at the child care center.

HEALTH CARE PROVIDER'S SIGNATURE:	DATE:
HEALTH CARE PROVIDER'S NAME:	
HEALTH CARE PROVIDER'S OFFICE ADDRESS (PRINT OR STAMP):	



Service Name: CCDBG CHILD CARE EMPLOYMENT

To Schedule your ten-minute fingerprint appointment, simply visit  
<https://uenroll.identogo.com> and enter the following Service Code

**2F1329**

When prompted, please enter the following:

Contributor Case Number: DC0932CCC120625

*Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.*

**Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.**

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Driver's License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Enhanced Driver's License (EDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- U.S. Coastguard Merchant Mariner Card
- U.S. Passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Canadian Driver's License
- Foreign Driver's License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States

**IMPORTANT! Retain your receipt of fingerprinting and return promptly to your employer.**

 Don't have access to the Internet? You can still schedule an appointment by calling **877.503.5981**.



## ATTENTION- IMPORTANT CHANGES TO FINGERPRINT SERVICES

Effective February 17, 2020, IDEMIA (formerly MorphoTrust), New Jersey's vendor for fingerprinting services, is implementing a new Universal Enrollment Platform (UEP). This new platform is intended to simplify the scheduling process by the assignment of one unique service code that will be used to schedule fingerprint appointments.

The 5-digit service code will replace the need for applicants to enter multiple pieces of information from the Identogo fingerprint form when scheduling appointments.

**NOTE:** Applicants who wish to schedule an appointment prior to February 17th will still be able to use the Identogo fingerprint from they were issued and schedule an appointment at [www.bioapplicant.com/](http://www.bioapplicant.com/).

Applicants who wish to schedule an appointment after February 17th will still be able to use the Identogo fingerprint from they were issued and schedule an appointment at <https://uenroll.identogo.com/>

On February 17, 2020 applicants will go to <https://uenroll.identogo.com/> (or call 877-503-5981) to schedule an appointment. Applicants will still be able to use the Identogo fingerprint from they were issued to schedule an appointment. Applicants can look up the Service Code by using the information found on the Identogo fingerprint form. See example below.

### IdentoGO

#### Service Code Lookup

Select the State Program for your ID	
Select your ID	
Select your ID	
Select your Category	
Select your Service Reason for Fingerprinting	
Select your Document Type	





You will receive an invitation via your personal email address to apply for a CARI report. The cost will be \$15.00.

You will be directed to the Department of Children and Families' online CARI application. The following information will be needed in order to complete your CARI application:

- A complete list of your children and their dates of birth (if applicable).
- A complete address history dating to 1980 (if applicable).

Please list the email address which your invitation can be sent:

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I swear/affirm I will complete the CARI application in a timely manner within a week of my hire.

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Signature of Applicant

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Date