Child Care Regulation

Request for Background Check

**Form 2971**

December 2022-E

Use this form to request background checks required by 26 Texas Administrative Code (TAC) Chapter 745 Subchapter F. You can also submit background check requests through your Child Care Regulation Account website.

See the chart below for instructions based on operation type for submitting background check requests.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Operation Type:** | | **Submit Background Check Requests:** | | |
| * Licensed child care center * School-age program * Before- or after-school program * Licensed child care home * Registered home * Employer- based child care operation * Shelter operation * Residential care provider | | through your online Child Care Regulation Account.  **Exception**: use this form and submit it to CBCU if the person for whom you are submitting the background check does not have any of the following types of identification:   * Social Security number; * driver’s license number; * state-issued identification number; * Canadian social insurance number; * military identification card number; * passport number; or * permanent resident card identification number.   **Note**: If you submit this form and the background check subject does not meet the exception above, CBCU staff will advise you to submit the background check through your online Child Care Regulation Account. | | |
| Listed family home | | * through your online Child Care Regulation Account; or * submit this form to CBCU. | | |
| **Submit this form to CBCU by:**   * emailing to [contactcbcu@hhs.texas.gov;](mailto:contactcbcu@hhs.texas.gov) * faxing to 512-339-5871; or * mailing to:   Texas Health and Human Services Commission Centralized Background Check Unit  Mail Code 121-7  P.O. Box 149030  Austin, TX 78714-9030  **Directions**: Complete the following information for each person required to have a background check. Download additional forms from the HHS forms website **https://hhs.texas.gov/laws-regulations/forms**. | | | | |
| **Operation Information** | | | | |
| Operation Name | Operation No. | | Operation Area Code and Phone No. | |
| Operation Address *(Street, City, State, ZIP Code)* | | | | |
| Operation Mailing Address *(Street, City, State, ZIP Code)* | | | | County |
| **Verification Signatures** | | | | |
| I verified (by reviewing the person’s Social Security card or driver license) that the information on this form contains no willful misrepresentation, and that the information given is true and complete to the best of my knowledge. I understand that HHSC may contact others and, at any time, seek proof of any information contained here. I understand that any willful misrepresentation or failure to provide identifying information within the stated time limit is a cause for denial of the application or revocation of my license, registration, or listing.    **Printed Name of Director, Owner or Operator Signature of Director, Owner or Operator Date Signed** | | | | |

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| --- | --- | --- | --- | --- | --- |
| **Individual’s Identifying Information** | | | | | |
| Initial Renewal Fingerprint Check Required FBI Results in DPS Clearinghouse | | | | | |
| First Name | | Middle Name | | Last Name | |
| List any other names the individual uses or has used in the past, including married and maiden names, below. If you do not provide every name that the individual has used, you may receive inaccurate results. | | | | | |
| Other First Names | | Other Middle Names | | Other Last Names | |
| Address (Street, City, State, ZIP Code) | | | | | |
| County | Area Code and Phone No. | | Date of Birth | | Gender:  Male  Female |
| List any other city in Texas where the person has been a resident and any addresses, including county, where the person has lived outside of Texas in the previous five years. | | | | | |
| Ethnicity *(must accompany race)*:  Hispanic  Non-Hispanic | Race  Asian  Black  White  Native Hawaiian/Pacific Islander  American Indian/Alaskan Native | | | | Social Security No. |
| Photo ID Type:  Driver License No.: State: Canadian SIN:    State ID: Military ID:    Passport: Permanent Resident Card: | | | | | |
| Contact information is required to schedule a fingerprint appointment. You must select one of the following choices and provide either an email address or phone number for the individual. Preferred method of contact for scheduling fingerprint appointment:  Email:  Area Code and Phone No.:    Please enter the person’s email address. Do **not** enter the operation’s email address. Providing an email address will allow notifications requiring action from this person to be received quickly. | | | | | |
| Role at Operation:  Adoptive Parent Contracted Service Provider Director Foster Parent Foster/Adoptive Parent Household Member Frequent/Regular Visitor Licensed Administrator Owner/Permit Holder Staff/Employee Unverified Respite Provider Volunteer | | | | | |
| Job Duties/Title: | | | | | |
| **For Foster or Adoptive Homes Only:** | | | | | |
| Relationship between child/children to be placed and the foster/adoptive parent(s) or prospective foster/adoptive parent(s):  Relative  Fictive Kin  Unrelated | | | | | |
| Will this person be supervised by a caregiver who is counted in the child-caregiver ratio? ........................................................  Yes  No  (The supervising caregiver should be an employee of your operation or a caregiver in a foster and/or adoptive home who is otherwise able to have unsupervised access to children in your care, and who is not restricted from supervising others.) | | | | | |
| What age(s) of children will this person be caring for?  0 – 17 months  18 months – 2 years  3 years – 4 years  5 years – 13 years  14 years – 17 years  Over 17 years  N/A | | | | | |

**Add Individual’s Identifying Information Sheet**