

Dear Provider,

House Bill 1453 and Senate Bill 762, passed in the 2004 legislative session, now requires any family home child care provider who wishes to register for subsidy reimbursement to submit two sets of fingerprints to the Missouri State Highway Patrol. The two sets of fingerprints will be used to screen for criminal history with the Missouri State Highway Patrol and with the Federal Bureau of Investigation. You will find two blank fingerprint cards attached to this letter.

Fingerprinting is required beginning August 28, 2004. Your household members are not required to submit fingerprints. However, you and your household members over the age of seventeen are required to register with the Family Care Safety Registry as a condition of registration for subsidy reimbursement. There are two Family Care Safety Registration forms included in this packet for yourself and your household member. If you need more Family Care Safety Registry forms, you may contact your local Family Support Division office.

Fingerprinting results are typically returned in 2 to 3 months. Your eligibility for provider registration cannot be determined until all screening results are received and evaluated.

The following steps will instruct you on how to complete the fingerprinting process:

- Complete the portion of the cards above the heavy blue line: your name, residence, aliases, identification numbers and personal statistics. Sign both cards.
- Take the two fingerprint cards to any agency that will agree to fingerprint you. Your local police or Sheriff's Department may assist you with the fingerprinting process. If a local department is unwilling or unable to take your fingerprints, you may obtain a location of a local Highway Patrol Troop headquarters from your telephone directory or through the Internet at: www.mshp.dps.missouri.gov/MSHPWeb/DevelopersPages/TroopHeadquarters/TroopIndex.html.
- The cost for processing your fingerprint cards is \$14.00 for the Missouri Highway Patrol and \$24.00 for the FBI screenings. You must attach a check or money order made payable to the Criminal Record History Fund to the fingerprint cards and mail the completed cards and fees to:

Missouri State Highway Patrol
Criminal Records and Identification Division
1510 East Elm Street
Jefferson City, MO 65101

- You may be charged for the fingerprinting service. If so, you are responsible for this fee. The Family Support Division will **not** assist with this expense. Send the completed fingerprint cards to:
- Do **not** send your cards or payment to the Family Support Division.
- The cost for processing the fingerprint cards and any local fee for provider the fingerprinting service can not be reimbursed to you.

Thank you for your cooperation in this matter.

Attachments