

## ONLINE SUBMISSION OF BACKGROUND SCREENING FORMS

All Background Screening forms must be submitted online annually for each Covered Individual.

A Covered Individual is an owner, director, member of a governing body, employee, caregiver, volunteer, all individuals 12 years of age or older residing in a home where child care is provided, and anyone who may have unsupervised contact with a child in care.

**Step 1:** The Covered Individual 18 years old and older or the parent/guardian of a Covered Individual younger than 18 years old completes and submits the Background Screening form.

- Go to the Child Care Licensing website at [childcarelicensing.utah.gov](http://childcarelicensing.utah.gov).  
(Log out of the Child Care Licensing Portal, if logged in.)
- Click on "Submit a Background Screening Form" on the left-hand side of the page.
- Complete the form and click "Submit to Provider."
- Obtain and submit fingerprints, if required. (See requirements listed on the Background Screening form.)

**Step 2:** The Licensee/Certificate Holder/Exempt Provider submits each Covered Individual's completed Background Screening form to the Background Clearance Unit through the Care About Child Care (CAC) Child Care Licensing Portal.

- Go to the Care About Childcare (CAC) website at [careaboutchildcare.utah.gov](http://careaboutchildcare.utah.gov).
- Click "Providers" (bottom center of the CAC home page).
- Click "Log In."
- Log in using your CAC username and password. If you do not have a login, please contact your local Care About Child Care agency at [careaboutchildcare.utah.gov](http://careaboutchildcare.utah.gov) or call toll-free at 1-855-531-2468.
- Click the "Child Care Licensing Portal" link (bottom center of the CAC home page).
- Click on "Background Screenings" in the menu on the left side of the page.
- In the "Pending Screenings for Covered Individuals" section, review the names of each Covered Individual who submitted a background screening form through the [childcarelicensing.utah.gov](http://childcarelicensing.utah.gov) website.
  - Click "Authorize" when you know the individual and want the background screening submitted.
  - Click "Cancel" when you know the individual and don't want the background screening submitted.
  - Click "Unknown to the Facility" when you don't know the individual.

**Step 3:** Pay the background screening fee for each Covered Individual and the fingerprint fee for each Covered Individual's fingerprints (if fingerprints are required). Note: Family, Friend & Neighbor providers are not required to pay the background screening fee.

- A credit card payment may be made by calling 801-374-7688, 801-273-6617, or 801-273-2904.
  - A check or money order made payable to the "Utah Department of Health" may be mailed or hand delivered to a Child Care Licensing office.
  - A cash payment in the exact amount may be hand delivered to a Child Care Licensing office.
- Mailing Address (to mail fees and/or fingerprints):  
Child Care Licensing  
PO Box 142003  
Salt Lake City, UT 84114-2003
  - Location Addresses (to hand deliver fees and/or fingerprints):

3760 South Highland Drive, Room 247	150 East Center St, Suite 3200
Salt Lake City, UT 84106	Provo, UT 84606
801-273-6617 or 888-287-3704 (Toll Free)	801-374-7688 or 800-894-2588 (Toll Free)
801-274-0731 (Fax)	801-536-0168 (Fax)
  - For questions or concerns, please call the Background Clearance Unit staff toll free at 1-866-320-0513.