February 15, 2021

TO: N.C. Administrator In Training (AIT) Program Providers
    Prospective N.C. Certified Adult Care Home Administrators
    Prospective N.C. Approved Family Care Home Administrators

From: Racine Monroe, Certification Administrator
    Adult Care Licensure Section (ACLS)
    Division of Health Service Regulation (DHSR)

Re: Change to Administrator Applicant N.C. Criminal Background Check Process-
    Implementation of Live Scan

Effective March 15, 2021, the ACLS section will no longer mail fingerprint cards to
Administrator applicants for N.C. criminal background checks. The Section will begin utilizing
the system, Live Scan to complete N.C. criminal background checks.

Live Scan is the system used to obtain and transmit digital fingerprints electronically to the State
Bureau of Investigation (SBI).

Note: If the applicant has resided in N.C. less than 5 years, he/she is responsible for
obtaining a satisfactory national criminal history report from the Federal Bureau of
Investigations (FBI), in addition to the SBI criminal history check. The applicant is responsible
for sending the FBI criminal history report to the ACLS office.

Individuals applying for Administrator Approval or Certification must follow these steps to
obtain a N.C. criminal history report:

1. Obtain an Electronic Fingerprint Submission Release of Information Form and Applicant
   Information Form by sending an email request to:
   DHSR.AdultCare.Questions@dhhs.nc.gov.

2. Upon receipt of forms, the applicant must take the forms to a law enforcement agency.

The fee for Live Scan is $38.00 which must be paid directly to the law enforcement agency.
The law enforcement may charge an additional fee for taking your prints.
If the law enforcement agency does not have a Live Scan device, a card will be printed and
provided to the applicant. The applicant must submit the card to the SBI by mail.
3. The law enforcement agency will review the forms and complete fingerprinting processing.

4. The applicant must return the Electronic Fingerprint Submission Release of Information Form with Administrator application packet to the Adult Care Licensure Section.

5. The SBI will send the SBI criminal history report directly to the Adult Care Licensure Section within approximately 2 weeks.

These steps can also be found on the Administrator Requirements and Guidelines section of the ACLS website: https://info.ncdhhs.gov/dhsr/acls/adminguidelines.html