

## **3-part Background & Criminal History Check**

1. **Background Check & Information Disclosure (included in packet)**
2. **FBI Checks**
  - Applicants get fingerprint cards (provided to you by home study provider) completed at local police station
  - Applicants obtain a **\$36 official cashier's check** (\$18 per applicant) addressed to "F.B.I." from your personal bank. Money order not accepted.
  - Applicants sign their personalized FBI letter (provided to you by home study provider) in the presence of a notary. This service is often available for free at your personal bank.
  - Submit fingerprint cards, notarized letter and cashier's check to home study provider
  - Home study provider submits forms to FBI in West Virginia
  - Takes 6-8 weeks for results to come back
3. **DSHS Child Abuse Check**
  - Home study provider will provide forms for you to fill out and sign
  - Home study provider will submit forms by fax to DSHS
  - Results often returned within days