



Johnston-Lee-Harnett Community Action, Inc.

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HARNETT COUNTY OFFICE

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Steps to secure the Qualifying Letter & LOCAL Background Check

The Qualifying Letter is approval given by the State of NC that states you are or are not able to work in a child care setting taking care of children. **You cannot go to the Sheriff's office to have your fingerprints completed UNLESS all of the below steps #1 - #9 have been completed first.**

a) If you do not have a qualifying letter, you can follow the steps below to acquire one:

- 1. Log onto the following website: <https://ncchildcarecbc.nc.gov>**
- 2. Click on : **YOU WILL NEED****
- 3. Click on : **HOW DO I GET MY NCID****
- 4. Click on : **HERE****
- 5. Create Username and Password and follow instructions to set up an online account**
- 6. Once you setup an account, go back out to the home screen and click on **SIGN IN**, then click on **CONTINUE****
- 7. Sign in using the NCID and password you created and follow the instructions to obtain your criminal background check**
- 8. Please be aware that there is a cost of **\$26.50** that has to be paid before your application can be processed**
- 9. Once the fee has been processed, two forms will be generated. Please print the two forms as they will have to be taken to the Sheriff's office in order for your fingerprints to be completed**
- 10. Before you go to the Sheriff's office, please make sure that you call the local office in your area and ask them if they are taking walk-ins or if you have to make an appointment and ask what is the fee for the fingerprinting as each county is different**
- 11. Also, you will need to go into the local courthouse, go to the CLERK OF COURT OFFICE and ask them to run a LOCAL background check on you. This will also cost **\$25**.**

The end result will be two background checks....one **LOCAL** and one **STATEWIDE**.

If you have any questions, please feel free to contact Ruby Bryant, 919-934-2145 ext 115, rrbryant@jlhcommunityaction.org or Alisa Bizzell, 919-934-2145 ext 126, alisa.bizzell@yahoo.com