

CHILD PLACING ORGANIZATIONS (CPO)-INSTRUCTIONS FOR INITIAL BACKGROUND CHECKS

State and Federal Requirements

HRS Sections 346-17 requires a criminal history record check through the Hawaii criminal justice data center on all operators, employees, and new employees of child care institutions, child placing organizations, and resource family homes, including all adults residing in the resource family homes, subject to checks pursuant to section 846-2.7.

HRS 346-17 requires new employees of the organization, institution, or home shall be fingerprinted within five working days of employment.

HRS 846-2.7 Hawaii Criminal Justice Data Center, Criminal history record checks allows the Department of Human Services to conduct state and national criminal history record checks on operators and employees of child caring institutions, child placing organizations and foster boarding homes as provided by Section 346-17;

The initial clearance requires that fingerprints be forwarded to the Federal Bureau of Investigations for a national records check. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34. A Hawaii State Criminal History clearance is required initially then it will be required annually or biennially.

Registering for the Background check

The background check process shall be initiated by each individual by registering online at www.FieldprintHawaii.com. If you need assistance with the registration process, contact Fieldprint's Call Center at **1-877-614-4364**, Monday through Friday, 3:00 a.m. to 5:00 p.m. If the Call Center is closed, you may leave a message and your call will be returned the following business day.

Preparing for registration and background checks, you:

- Need access to a computer;
- Must have an e-mail account; and
- Must pay the Federal fingerprinting fee of \$12.00 and the administrative cost for the fingerprint of \$8.95 at the time of registration via:
 - credit card (Visa, MasterCard, or American Express),
 - debit card (Visa, MasterCard, or American Express),
 - prepaid card (Visa, MasterCard, or American Express), or
 - electronic funds transfer (EFT) from a checking account.
 - No other forms of payment will be accepted.

Individuals may go to free email account providers, such as yahoo.com, gmail.com, or outlook.com, to set-up free email accounts.

Individuals without checking accounts, credit cards or debit cards may purchase a prepaid debit card for a fee from stores such as Walmart, Longs, Safeway, Walgreens, etc.

Getting Started:

1. Visit www.FieldprintHawaii.com
2. Click the "Schedule an Appointment" button.
3. Click the "New Users/Sign Up" button. Follow the instructions for creating an account using your email address, password, and Security Questions and then click "Sign Up and Continue."
4. Check the "I know my Fieldprint Code" box and enter the following code: **FPCWSCPorganization2**
5. Your referring Unit # is 89 and Worker phone # is _____. (if you know this information).
6. Verify your English proficiency and whether you need free interpreter services.
7. Enter your personal, demographic and CPO Agency name and address.
8. Provide your consents to the Department of Human Services (DHS) to conduct the required background clearance checks and electronically "Sign" the consent form.
9. Schedule a fingerprinting appointment at the time, date and location of your choice.
10. Pay the **\$12.00** for the federal fingerprint processing fee and pay the **\$8.95** Fieldprint administrative fingerprint cost to confirm your scheduled appointment.
11. Print your appointment confirmation and keep for your reference.

What to bring to the fingerprint appointment

Primary identification

Only current, valid and unexpired photo identification will be accepted. One (1) of the following documents may be presented by an applicant when being fingerprinted:

- State-issued Driver's License
- State-issued ID – Non-Driver
- U.S. Passport or U.S. Passport Card
- Federal Government Personal Identity Verification Card (PIV)
- Uniformed Services Identification Card
- Department of Defense Common Access Card
- Federal, state, or local government agency ID card with photograph
- U.S Coast Guard Merchant Mariner Card
- USCIS-Permanent Resident Card (I-551)
- USCIS-Employment Authorization Card (I-766)
- Foreign Passport with Appropriate Immigration Document(s)

Secondary Identification

In the absence of a primary identification (listed above), applicants may provide at least two (2) secondary identification documents including:

- State Government Issued Certificate of Birth
- U.S Tribal or Bureau of Indian Affairs Identification Card
- Native American tribal document

- Social Security Card
- Court Order for Name Change/Gender Change/Adoption/Divorce
- Marriage Certificate (Government Certificate Issued)
- U.S. Government Issued Consular Report of Birth Abroad
- School ID with photograph
- Certificate of Citizenship (N-560)
- Replacement Certificate of Citizenship (N-561)
- Certificate of Naturalization (N-550)
- Replacement Certificate of Naturalization (N-570)

Cancellations should be done via the Fieldprint Call Center at **1-877-614-4364**.

Rescheduling a new appointment **must** be done via **www.FieldPrintHawaii.com**.

You may return to **www.FieldprintHawaii.com** and login to:

- Check your appointment status
- Re-schedule your appointment
- View and print your confirmation

Fingerprinting Locations in Hawaii

The following locations allow you to conveniently select a date and time for your appointment using the website. There is no walk-in appointments allowed. All appointments must be scheduled by registering on line at **www.FieldprintHawaii.com**

ADDRESS	CITY	ISLAND	**HOURS OF OPERATION
7192 Kalanianaʻole Highway	Honolulu, HI	Oahu	M TU 9:30 AM 1:30 PM Appointment required
64 South Hotel Street	Honolulu, HI	Oahu	M TU W TH F 9:30 AM 4:30 PM Appointment required
2046 North King Street	Honolulu, HI	Oahu	M TU W TH F 10:30 AM 5:30 PM Appointment required
92-1770 Kunia Road	Kunia, HI	Oahu	M TU W TH F 7:00 AM-3:00 PM Appointment required
94-050 Farrington Highway	Waipahu, HI	Oahu	M TU W TH F 10:30 AM - 6:30 PM Appointment required
714 Kanoelehua Avenue	Hilo, HI	East Hawaii	M TU *W TH F 9:00 AM - 2:00 PM *W-9:00 AM-12:00 PM Appointment required
77-6425 Kuakini Highway	Kailua Kona, HI	West Hawaii	M TU W TH F 9:50 AM – 3:50 PM Appointment required
1498 Lower Main St. Suite A-3	Wailuku, HI	Maui	M TU W TH F 9:00 AM - 3:30 PM Appointment required
4100 Rice Street	Lihue, HI	Kauai	M TU W TH F 9:00 AM - 3:30 PM Appointment required

** Fieldprint website will have the most up to date hours of operation