



Child Care Regulation Background Checks for Temporary Emergency Child Care Permits

Who Requires a Background Check at a Temporary Emergency Child Care Operation?

26 Texas Administrative Code (TAC) §745.10107 requires your operation to comply with the background check requirements in 26 TAC Chapter 745, Subchapter F. You must submit a request for a background check for persons listed in [26 Texas Administrative Code §745.605](#), located in Subchapter F, *except* you do not have to submit background checks for employees who have successfully completed background checks required by the district if your operation is associated with an independent school district.

What Does a Child Care Regulation (CCR) Background Check Include?

CCR conducts background checks on employees, perspective employees, and others affiliated with a child care operation as outlined in [Texas Administrative Code, Title 26, Part 1, Chapter 745, Subchapter F](#). These checks include the following searches:

- Fingerprint-based search of DPS and FBI databases for crimes committed in Texas and the US (new fingerprints do not have to be submitted if the person has previously submitted fingerprints to CCR);
- Name-based search of the Texas Central Registry, which contains information about persons deemed responsible for the abuse or neglect of a child in Texas; and
- For persons who have lived outside of Texas in the previous five years
 - Name-based or fingerprint-based criminal history search in the previous state(s) of residence
 - Name-based child abuse/neglect registry search in the previous state(s) of residence

How Do Operations With a *Temporary Emergency Child Care Permit* Complete the Required Background Checks?

Step 1: Submit the Request Online

Submit the background check request online via the [Child Care Licensing Account](#) portal. If you do not yet have an account, follow [this link](#) for directions on setting one up. If you need instructions on navigating the submission process, this short [video](#) can help. Make sure you enter an email address for the subject of the background check.

Step 2: Receive Instructions

If CCR does not already have fingerprints on file for the person who is the subject of the background check, the person will receive an email that includes instructions for scheduling and completing a fingerprint submission, including a Service Code and UEID. The person uses this information to schedule an appointment at an enrollment center on the [IdentoGO website](#).

Step 3: Receive Eligibility Notice

Once CCR receives and reviews the results of all required background check types, CCR will send emails to the child care operation as well as the person who is the subject of the background check. The email will include an eligibility determination that describes whether the person can be present at the operation and, if applicable, any conditions placed on the person's presence. If CCR needs additional information to make an eligibility determination, CCR will email the person to request the information.

You may not allow a person to begin working at the child care operation until CCR notifies you that the person's eligibility determination is *Eligible*, *Eligible with Conditions*, or *Provisionally Eligible*. If CCR notifies you that a person is *Ineligible*, the person is not allowed to be present at the child care operation.

How Does CCR Assess the Results of These Background Checks?

CCR reviews any information found in these searches and uses the [Criminal History Requirements chart](#) to determine what, if any, action is required of the person who is the subject of the background check. This review results in one of the following outcomes:

- No further action is required

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- The person is barred from working in child care
 - The person must submit a request for a risk evaluation to determine their fitness for employment

CCR uses a similar process to review any child/abuse neglect history that may exist, using the criteria outlined in 26 [Texas Administrative Code §745.671](#).

Can Fingerprints Submitted for TEA or a School District Be Used to Meet the Child Care Regulation Fingerprinting Requirement?

No, CCR is not authorized to access fingerprint results for background checks submitted for TEA or school district purposes. Temporary Emergency Child Care Operations affiliated with an independent school district do not have to submit requests for background checks for employees who have successfully completed background checks required by the district.

Where Can I Find More Information About Background Checks for Child Care Regulation?

The Centralized Background Check Unit (CBCU) processes all background checks for CCR. These additional CBCU resources can help you navigate the CCR background check process:

- [Child Care Licensing's Guide to Understanding Your Background Check](#)
- [Background Check FAQs](#)
- ContactCBCU@hhsc.state.tx.us
- Support Line: 800-645-7549 (Monday-Friday 8 a.m.-4:30 p.m.)