

Complete a Background Check with DHHS

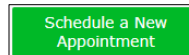


- 1) [Schedule a Fingerprinting Appointment with IdentoGO](#)
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1) Schedule a Fingerprinting Appointment with IdentoGO

Step 1: Open the [Maine IdentoGO website](https://me.ibtfingerprint.com/) at <https://me.ibtfingerprint.com/>

Step 2: Select *Schedule a New Appointment*



Step 3: Select *DHHS/Child Care Provider*

and select



Step 4: Confirm your agency is DHHS/Child Care Provider and select Yes



Step 5: Select *Fingerprint Reason*

Family Child Care if you are opening inside your home

OR

Licensed Facility if you are opening outside your home in a center
then select Go



Step 6: Select *Yes* or *No*

During the last five (5) years, have you lived, worked and/or attended school outside of Maine for 60 days in a row or more? *

then select Go



If Yes, select how many states other than Maine that you have resided in over the last 5 years

Note: If you have lived in another country, but not another state during the last five years, you can select *No*

Step 7: Read the *Acknowledgement/Release* carefully and select *I AGREE*

I AGREE and affirm that I have read and fully understand the above and consent to this background check and to the results being released to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer. By checking this box, I understand I am electronically signing this document and indicating my agreement with the terms and conditions of the background investigation.

then select Go





Step 8: Read the *Acknowledgement/Release* carefully and select *I agree*

then select Go




I agree to provide the information requested for the stated purposes.

Step 9: Enter your zip code in the box and select *Go* 

Step 10: Look across the dates at the top to find a date that might work for you then, select *Schedule* to view the available times 

If none of the dates work for you, select *Next Week* for more options 

Step 11: Select a time and then select *Continue* 

Step 12: Read the *Important!* message and then select *Continue* 

Step 13: Enter the *Applicant Name*

APPLICANT NAME				
prefix	first name *	middle name	last name *	suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: Only *First Name* and *Last Name* are required

Step 14: Enter the *Applicant Alias or Maiden Name* if applicable

Step 15: Enter the *Applicant's Mailing Address*

MAILING ADDRESS				
number *	direction	street name *	unit designator	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
country *	city *	state / territory *	zip code *	
UNITED STATES	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Note: This is where your Letter of Eligibility will be mailed when the background check is completed
Use the *Unit Designator* box if you live in an apartment

Step 16: Enter *Methods of Contact* 

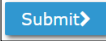
Note: Only one phone number is required, and you must select the type (cell, home, etc.)
Add an email address to receive your appointment confirmation
We recommend unchecking the box to receive educational materials Yes.

Step 17: Enter the *Applicant Demographic Data* 

Note: A social security number is not required
If you don't know your height and weight, check your driver's license or ID card



Step 18: Enter the *Applicant Employer Information*

Note: This should be your new business information. If you do not have a business address, use your home address. This is where you will receive a second copy of your Letter of Eligibility.

Step 18: Select *Submit* 

Step 19: Review all the information submitted and select *Go* 

Step 20: Your registration is complete.

Save your appointment details by selecting *Save PDF*  or *Print* 

Note your Registration ID and Enrollment ID

2) Go to Fingerprinting Appointment and Bring Identification Documents

There is no payment required. Payment has been made on your behalf by DHHS.

Applicants MUST provide one of the below approved Identification Documents.

All Documents must be Valid, Unexpired and contain an identifiable photo

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Driver's License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Enhanced Driver's License (EDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- Department of Defense Common Access Card
- Uniformed Services Identification Card (Form DD-1172-2)
- U.S. Military Identification Card
- U.S. Coastguard Merchant Mariner Card
- Military Dependent's Identification Card
- U.S. Passport
- Foreign Passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Canadian Driver's License
- Foreign Driver's License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within the United States

Name Linking Documents:

Original or Certified Copy of a Court Ordered Name Change Document (to include marriage certificates and divorce decrees)

Keep the receipt given to you after fingerprinting. It will have your Transaction ID number (TME #).

3) Receive your Letter of Eligibility in the mail

Expect your Letter of Eligibility to arrive in the mail at the mailing address you provided during fingerprinting registration within 2-3 weeks. If you have lived outside Maine within the last 5 years, it may take up to 90 days to receive your Letter of Eligibility.

Five business days following a fingerprinting appointment, you can email Childcarecheck.dhhs@maine.gov with your full name, date of birth and your Transaction ID number (TME #) to check the status of your background check.

