

# Staff of Youth Camps - Instructions for Creating a BCIS Account and Completing a Background Check

## Introducing BCIS

The Background Check Information System (BCIS) is a tool to help you submit required information to the OEC. It dramatically streamlines the process of getting a background check.

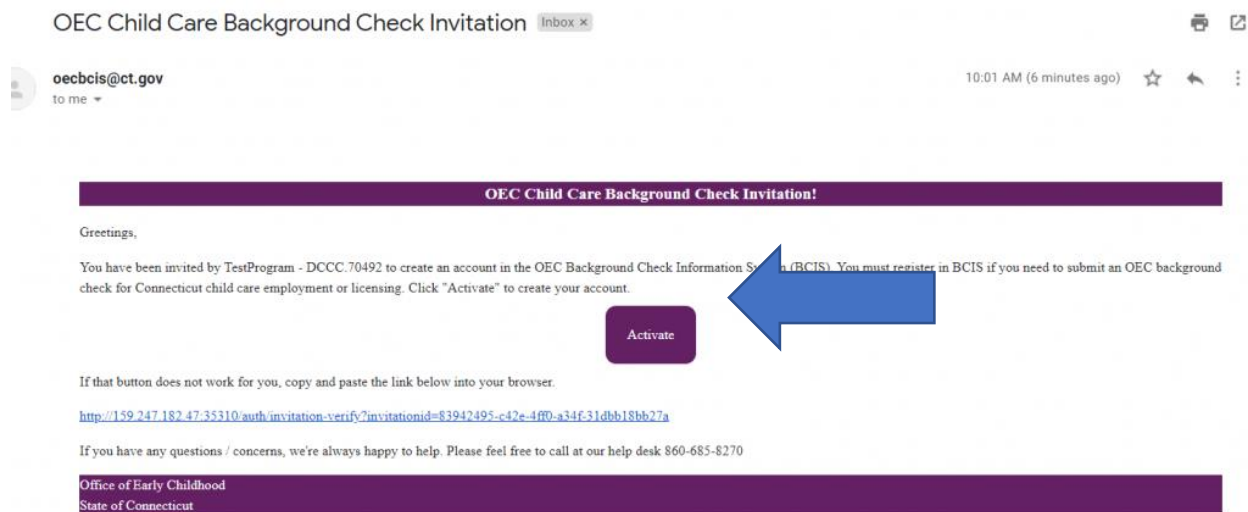
### Before you begin.....

Make sure to use an up-to-date browser like Chrome, Edge, Firefox, or Safari with BCIS. Note that BCIS will **not** work with Microsoft Internet Explorer. Microsoft has officially retired Internet Explorer — it is no longer updated or supported.

## 1. Check your email for an invitation to create an account

The Youth Camp Administrator will send you an invite to a Youth Camps BCIS Roster.

When you receive this email click on the ACTIVATE button.



The email will come from [oebcbis@ct.gov](mailto:oebcbis@ct.gov) and have the subject line “BCIS Account.” Click the “Activate” button to create your account.

If you don't get the email, check with your Youth Camp Administrator

## 2. Create your account

Once you follow the link, you'll enter your email address, create a password, and click 'Register.'

### Registration screen

CT OEC BCIS

**BCIS Account Registration**

Invitation code  
83942495-c42e-4ff0-a34f-31dbb18bb27a

Phone

Email

Show Password Detail

Password

0 / 30

- 1 contains at least one lower character
- 1 contains at least one upper character
- 1 contains at least one digit character
- 1 contains at least one special character
- 1 contains at least 12 characters

Confirm Password

Register Go to Login

**BCIS Account Registration**

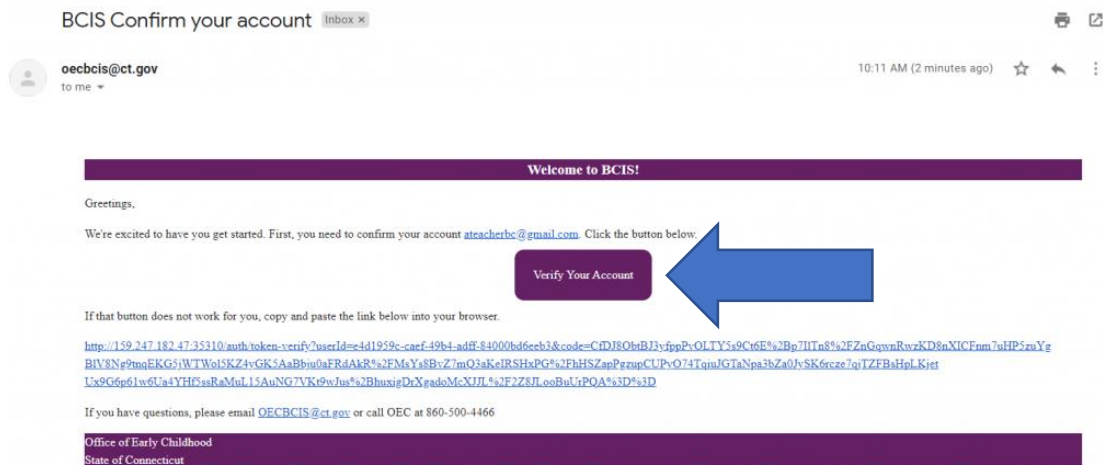
A valid e-mail address is required to use this service.

If you are already registered, go to the [log-in screen](#).

If you have already registered, please check your e-mail inbox for the **account verification e-mail**. You will not be able to use your account until verification is completed.

Check your email again. You should see an email from oecbcis@ct.gov with the subject "BCIS Confirm your account." Open that email and click the button to "verify your account."

### Example of the second email to verify your account



Now, you can login with the password you created. You'll be asked to confirm your date of birth for security purposes. Your account has now been created. You will use this log-in information anytime you receive an email about completing a background check or

the Youth Camp Administrator requests you to update information in your background check.

\*\*\*\*\*

## How do I get a background check?

When it is time for you to obtain or renew your background check, your Youth Camp Administrator will send you a REQUEST BACKGROUND CHECK email via BCIS. There are two background check options that your camp administrator can choose to have you complete, the **Traditional BCIS Background Check** (skip to page 7) **OR** the **Youth Camp Specific Background Check** (skip to page 3). Please see instructions for both below:

\*\*\*\*\*

## Youth Camp Specific Background Check Instructions:

1. First, you will need to make sure that your demographics and address history are up to date. This is done by:
  - a. Clicking on the PERSON DETAIL button on the left-hand side.

The screenshot displays the 'CT OEC BCIS' web application interface. On the left is a 'Menu' sidebar with options: 'yctstfirst19.yttestlast 19@yc.com', 'BCIS ID', 'Status', 'Person Detail' (selected), 'Background Check', 'FAQ', 'Settings', and 'OEC Helpdesk'. The main content area is titled 'Demographic Information' and includes fields for 'First Name', 'Middle Name', 'Last Name', 'Suffix', 'Choose a DOB' (with a calendar icon), 'Gender' (dropdown), 'ID Type' (dropdown), and 'Do you hold any of the following specific visa types:' (dropdown). At the bottom of the form are 'Clear' and 'Save' buttons. The top right of the application shows 'English' and a 'Sign Out' button.

- b. Update and Confirm:
      - i. First Name
      - ii. Last Name
      - iii. Date of Birth
      - iv. Gender
      - v. ID Type (you may choose your SSN, Unavailable or ITIN)

- vi. Visa Type (select N/A unless you hold a one of the specific visas noted in the drop-down; please refer below screenshot for available visa categories)
- vii. Visa Expiration Date (if applicable)

Do you hold any of the following specific visa types:

- H1-B
- J1
- R1
- N/A

Visa type is required

c. Once you verify your demographics click the purple SAVE button.

d. This will bring you to the alias page. Please enter any other names you have used. When done click the purple **CONTINUE TO ADDRESS** button.

### Alias Information

Add Any Name Changes, Maiden Names, Aliases, Also Known As (AKA), etc...

If the individual has used any other name legally (not nicknames), add that name (including both first and last name) below, then click "Add" to confirm. Repeat to add additional aliases or any other name the individual has used legally.

- e. This brings you to the Address History tab. Under the Address Tab you will enter — or confirm — any and all addresses where you have lived during the last **5 years (60 months)**. **Start at your current address and work backwards. IMPORTANT**, if you do not enter the required 5 years/60 months of address history your background check will be delayed and can delay your employment start date. There is a built-in calculator, and it must read **AT LEAST 60 months** for your background check to be completed. (See blue arrow below). When finished please click the purple **UPDATE** **BUTTON**.

The screenshot shows the 'Address Information' tab in the CT OEC BCIS system. The form includes fields for Address Line 1, Address Line 2, City / Town, State, and Zip Code. A checkbox labeled 'Current Address' is present. Below these fields is a 'Start Date' field with a calendar icon, currently set to 2/1/2016. A blue arrow points to the 'Start Date' field. Another blue arrow points to the status message: 'You currently entered 78 months'. Below the form is a table with columns: Address Line1, Address Line2, City, State, ZipCode, and Start Date - End Date. The table contains one entry: addressline1, ellington, CT, 06029, Feb 1, 2016 - Current. A purple 'Start a Background Check' button is visible at the bottom right of the form area.

Address Line1	Address Line2	City	State	ZipCode	Start Date - End Date
addressline1		ellington	CT	06029	Feb 1, 2016 - Current

2. Next you will click on the purple **START A BACKGROUND CHECK** button to begin your background check.

Background Check Information 1: X

Not secure | bci-dev.oec.ct.gov:35510/individual/person-detail

Menu

CT OEC BCIS

Demographic Information

Address Information

Demographics Information

Alias

Address Information

BCIS ID

9f29632-5756

Status

Needs BC

Person Detail

Background Check

FAQ

Settings

OEC Helpdesk

Address Information

Please enter your address information, including all the places where you have lived for at least the past five years.

Enter your current address first, then use the ADD button to enter former addresses. You must enter 5 years of address history with no gap in time to proceed with your background check.

Once you have added the address history for past 5 years, please click the background check button to submit the required forms.

You currently entered 78 months

Is this address outside of US

☐ Yes

☒ No

Address Line 1

Address Line 2

City / Town

State

Zip Code

☐ Current Address

Start Date

End Date

3/1/2016

Clear Add Back to Alias Start a Background Check

Address Line1	Address Line2	City	State	ZipCode	Start Date - End Date
addressline1		ellington	CT	06029	Feb 1, 2016 - Current

- This will take you to the beginning of the background check process. Please review the terms and conditions and click the box that indicates that you have reviewed the terms and conditions and hit 'Next'

#### 1 Terms and Conditions

##### Terms and Conditions

- You are now accessing the OEC Background Check Information System (BCIS) in order to submit the information needed to complete your background check pursuant to Connecticut Law.
- Any unauthorized use of this system is prohibited.
- The data you access in this system as an individual user is solely your own. If you have accessed any other data in error, stop immediately and contact your employer and OEC to report this error.
- To complete your background check, you must submit 1) Authorization for Release of Information from DCF, 2) FBI Privacy Notices, 3) Fingerprints, 4) CCHRS Applicant Tracking Number
- You must enter five full years of address history
- If you have lived in any state outside of Connecticut in the past five years, you may be contacted to provide additional information that is required to complete background checks in that state.**
- Be sure all demographic information is entered correctly including the correct spelling of your full legal name, any alias or other name you have used legally, and your correct date of birth

☒ I have read and agree to the **Terms and Conditions**

Next

- Read and authorize the DCF Check by clicking on the authorization box and entering your name and date. Then click SUBMIT

## Authorization for Release of Information from DCF

**NOTE:** This form must be authorized by each person who is required to complete a child care- or youth camp-related background check through the Office of Early Childhood. Check the OEC website for more information.

I do hereby authorize the Connecticut Department of Children and Families (DCF) to research their records for any and all information concerning charges, findings, dispositions, etc., relating to child abuse and/or neglect, in which I have been named, and to release this information in whole to the Office of Early Childhood (OEC) for the purpose of completing a comprehensive background check. I further authorize the OEC to release any final DCF substantiations of abuse or neglect which resulted in my placement on the central registry to the Director/Operator or other designee of a child care facility for purposes of determining my eligibility for employment, OR assessing my household environment based on an individual 16 years of age or older who resides in my household that is used as a family child care home. I release the DCF and OEC from all liability for any damages I may incur, which may result from the release or use of this information. I submit the information below to assist DCF in their research. This release is valid for a term of five years from the date of signature unless rescinded in writing.

☒ I do hereby **Authorize**

Full Name

Test Test

Today's Date

9/27/2022



Back

Submit

5. You will then see your confirmation page:

CT OEC BCIS

Background Check

✓ Background check submitted successfully

Your "Background Check" request has been submitted successfully!!

Terms and Conditions



DCF Form



Print

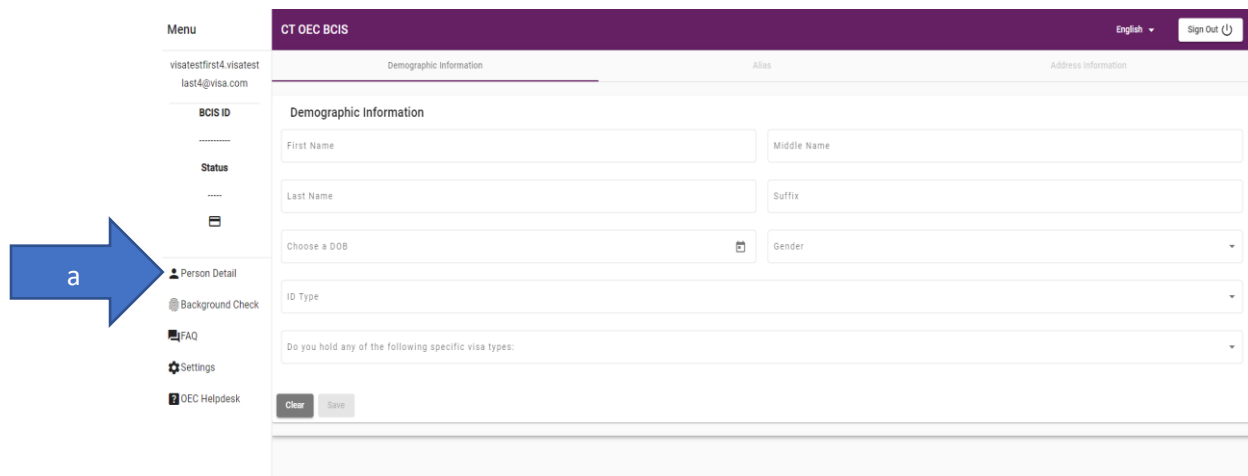
\*\*\*\*\*

## Traditional BCIS Background Check Instructions:

Your camp administrator may choose this background check method as their preferred method OR should a conviction of an OEC Disqualifying Crime be found when your Youth Camp Administrator is conducting the Name and DOB check on the CT Judicial site, you will be required to complete a background check that includes a fingerprint component which searches national databases for criminal convictions. Please follow the steps below:

### Please take the following steps to complete your background check:

1. First you will need to make sure that your demographics and address history are up to date. This is done by:
  - a. Clicking on the PERSON DETAIL image on the left-hand side.



Menu

visatestfirst4.visatest  
last4@visa.com

BCIS ID

Status

Person Detail

Background Check

FAQ

Settings

OEC Helpdesk

CT OEC BCIS

English Sign Out

Demographic Information

Demographic Information

First Name

Middle Name

Last Name

Suffix

Choose a DOB

Gender

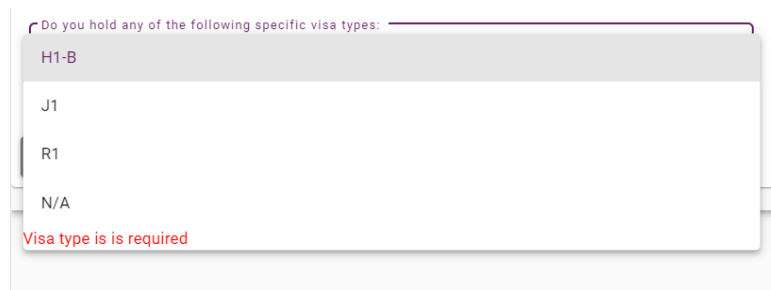
ID Type

Do you hold any of the following specific visa types:

Clear Save

b. Update and Confirm:

- i. First Name
- ii. Last Name
- iii. Date of Birth
- iv. Gender
- v. ID Type (You may choose your SSN, Unavailable or ITIN)
- vi. Visa Type (select N/A unless you hold a one of the specific visas noted in the drop-down; please refer below screenshot for available visa categories)
- vii. Visa Expiration Date (if applicable)



Do you hold any of the following specific visa types:

H1-B

J1

R1

N/A

Visa type is required

c. Once you verify your demographics click the purple SAVE button.



The screenshot shows the 'Demographic Information' tab of the CT OEC BCIS system. The form contains the following fields and values:

- First Name: VisaTestFirst4
- Middle Name: (empty)
- Last Name: VisaTestLast4
- Suffix: (empty)
- Choose a DOB: 1/1/2001
- Gender: Male
- ID Type: SSN
- SSN: 127-65-4342
- Do you hold any of the following specific visa types: H1-B
- Visa Expiration Date: 5/5/2024

At the bottom of the form are 'Clear' and 'Save' buttons. A large blue arrow labeled 'C' points to the 'Save' button.

- d. This will bring you to the alias page. Please enter any other names you may have used. When done click on the purple **CONTINUE TO ADDRESS** button.

### Alias Information

Add Any Name Changes, Maiden Names, Aliases, Also Known As (AKA), etc...

If the individual has used any other name legally (not nicknames), add that name (including both first and last name) below, then click "Add" to confirm. Repeat to add additional aliases or any other name the individual has used legally.

Alias First Name

Alias Middle Name

Alias Last Name

Add Continue to Address Clear

- a. This brings you to the Address History tab. Under the Address Tab you will enter – or confirm – the addresses where you have lived during the last **5 years (60 months)**. **Start at your current address and work backwards.** **IMPORTANT**, if you do not enter the required 5 years/60 months of address history your background check will be delayed and will delay your start date. There is a built-in calculator, and it must read **AT LEAST 60 months** for your background check to be completed. (See blue arrow below). When finished please click the purple UPDATE BUTTON.

Background Check Information | bci-dev.oec.ct.gov/35510/individual/person-detail

Menu: DemoTestBCUser1@xyz.com, BCIS ID: Yf29632-5756, Status: Needs BC, Person Detail, Background Check, FAQ, Settings, OEC Helpdesk

CT OEC BCIS

Demographic Information | Alias | Address Information

**Address Information**  
Please enter your address information, including all the places where you have lived for at least the past five years. Enter your current address first, then use the ADD button to enter former addresses. You must enter 5 years of address history with no gap in time to proceed with your background check. Once you have added the address history for past 5 years, please click the background check button to submit the required forms.

You currently entered 78 months

Is this address is outside of US  
☐ Yes  
☒ No

Address Line 1  
 Address Line 2  
 City / Town  
 State  
 Zip Code  
☐ Current Address  
 Start Date  
 End Date: 2/1/2016

Clear Add Back to Alias Start a Background Check

Address Line1	Address Line2	City	State	ZipCode	Start Date - End Date
addressline1		ellington	CT	06029	Feb 1, 2016 - Current

2. Next, you will click on the purple START A BACKGROUND CHECK button to begin your background check.

Background Check Information | bci-dev.oec.ct.gov/35510/individual/person-detail

Menu: DemoTestBCUser1@xyz.com, BCIS ID: Yf29632-5756, Status: Needs BC, Person Detail, Background Check, FAQ, Settings, OEC Helpdesk

CT OEC BCIS

Demographic Information | Alias | Address Information

**Address Information**  
Please enter your address information, including all the places where you have lived for at least the past five years. Enter your current address first, then use the ADD button to enter former addresses. You must enter 5 years of address history with no gap in time to proceed with your background check. Once you have added the address history for past 5 years, please click the background check button to submit the required forms.

You currently entered 78 months

Is this address is outside of US  
☐ Yes  
☒ No

Address Line 1  
 Address Line 2  
 City / Town  
 State  
 Zip Code  
☐ Current Address  
 Start Date  
 End Date: 2/1/2016

Clear Add Back to Alias Start a Background Check

Address Line1	Address Line2	City	State	ZipCode	Start Date - End Date
addressline1		ellington	CT	06029	Feb 1, 2016 - Current

3. This will take you to the beginning of the background check process if there is an existing valid invitation. If not, please reach out to your program admin / Director/ Supervisor. Please review the terms and conditions and click the box that indicates that you have reviewed the terms and conditions and hit Next

Menu

CT OEC BCIS

English Sign Out

Terms and Conditions

1

Terms and Conditions

You are now accessing the OEC Background Check Information System (BCIS) in order to submit the information needed to complete your background check pursuant to Connecticut Law.

- Any unauthorized use of this system is prohibited.
- The data you access in this system as an individual user is solely your own. If you have accessed any other data in error, stop immediately and contact your employer and OEC to report this error.
- To complete your background check, you must submit: 1) Authorization for Release of Information from DCF, 2) FBI Privacy Notices, 3) Fingerprints, 4) OECIS Applicant Tracking Number.
- You must enter five full years of address history.
- If you have lived in any state outside of Connecticut in the past five years, you may be contacted to provide additional information that is required to complete background checks in that state.
- Be sure all demographic information is entered correctly including the correct spelling of your full legal name, any alias or other name you have used legally, and your correct date of birth.

☐ I have read and agree to the Terms and Conditions

Next

2 DCF Form

3 FBI Privacy Notices

4 Fingerprint Submission

5 Digital Fingerprint Appointment

4. Read and authorize the DCF Check by clicking on the authorization box and entering your name and today's date. Then click NEXT

Menu

CT OEC BCIS

English Sign Out

Terms and Conditions

2 DCF Form

Authorization for Release of Information from DCF

NOTE: This form must be authorized by each person who is required to complete a child care- or youth camp-related background check through the Office of Early Childhood. Check the OEC website for more information.

I do hereby authorize the Connecticut Department of Children and Families (DCF) to research their records for any and all information concerning charges, findings, dispositions, etc., relating to child abuse and/or neglect, in which I have been named, and to release this information in whole to the Office of Early Childhood (OEC) for the purpose of completing a comprehensive background check. I further authorize the OEC to release any final DCF substantiations of abuse or neglect which resulted in my placement on the central registry to the Director/Operator or other designee of a child care facility for purposes of determining my eligibility for employment, OR assessing my household environment based on an individual 16 years of age or older who resides in my household that is used as a family child care home. I release the DCF and OEC from all liability for any damages I may incur, which may result from the release or use of this information. I submit the information below to assist DCF in their research. This release is valid for a term of five years from the date of signature unless rescinded in writing.

☒ I do hereby Authorize

Full Name

Test

Today's Date

8/29/2022

Back Next

3 FBI Privacy Notices

4 Fingerprint Submission

5 Digital Fingerprint Appointment

5. Review the FBI Privacy Act Statement and click the Attest box, enter your name and date. Then click Next

Background Check Information: x

159.247.182.47:35310/individual/background-check

Menu

- jll.martin@ct.gov
- BCIS ID
- 326dc620-694a
- Status
- Person Detail
- Background Check
- Program
- Roster
- Certify
- FAQ
- Settings
- DEC Helpdesk

Background Check Information

Additional, you have certain rights which are discussed below. All notices must be provided to you in writing. These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR, 50.10, among other authorities).

You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later), by the agency that will receive your criminal history results, when you submit your fingerprints and associated personal information. This Privacy Act Statement must outline the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.

You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.

You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record if you have such a record.

If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.

If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjs/cjs-history-summaries-checks> and <https://www.fbi.gov/cjs>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.fbi.gov/cjs>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council. If you need additional information or assistance, please contact:

1. **Connecticut Records:** Department of Emergency Services and Public Protection State Police Bureau of Identification (SPB) 1111 Country Club Road Middletown, CT 06457 860 485 8480
2. **Out-of-State Records:** Agency of Record OR FBI CJS Division-Summary Request 10300 Outer Hollow Road Clarkburg, West Virginia 26308

Written notification includes electronic notification, but excludes oral notification. See <https://www.fbi.gov/services/cjs/compact-council/privacy-act-statement>. See 5 U.S.C. 552a (b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14316); Article IV(C); 28 CFR 20.21(c); 20.33(c); 20.12(b) and 206.210.

☒ I attest that I have read the "FBI Privacy Act Statement", "Agency Privacy Requirements for Noncriminal Justice Applicants", and "Noncriminal Justice Applicant's Privacy Rights" above and agree to the terms thereof for using my fingerprints to complete an Office of Early Childhood background check.

Full Name:  Title:

Today's Date: 8/26/2022

Back Next

1 Fingerprint Submission

2 Digital Fingerprint Appointment

## 6. Select the Child Care Facility Type Role: OEC Youth Camp Employee from the drop-down menu.

Background Check Information: x

159.247.182.47:35310/individual/background-check

Menu

- jll.martin@ct.gov
- BCIS ID
- 326dc620-694a
- Status
- Person Detail
- Background Check
- Program
- Roster
- Certify
- FAQ
- Settings
- DEC Helpdesk

CT OEC BCIS

English Sign Out

Terms and Conditions

DCI Form

FBI Privacy Notices

1 Fingerprint Submission

2 Digital Fingerprint Appointment

Fingerprint Submission

OEC encourages providers to use 2-1-1 Child Care digital fingerprinting. It's easy, free and more convenient.

You will need to pre-enroll in the CT Criminal History Request System (CCHRS). Please select an agency type to get your code

Child Care Facility Type/Role

Child Care Facility Type/Role is required.

If you are not sure which Child Care Facility Type to select, please check with your employer.

How would you like to complete your fingerprint

☒ Digital fingerprints at 2-1-1 Child Care (Strongly recommended by OEC)

This option is free and much faster by than other options for fingerprint submission.

☐ Digital fingerprints at a police department/CT State Police Troop

☐ 2-1-1 Child Care Fingerprints already submitted/scheduled

Applicant Tracking Number

Back Next

Child Care Facility Type/Role

- OEC Child Care Center
- OEC Family Child Care
- OEC Family Child Care Adult Household Member
- OEC Group Child Care Home
- OEC Unlicensed Care 4 Kids Child Care Provider (Non-relative)\*\*
- OEC Youth Camp Employee**

☐ 2-1-1 Child Care Fingerprints already submitted/scheduled

**7. Please remember to write down the OEC Youth Camp Employee Service Code** because you will need it on the next screen. Once you have done this, please click on the purple box **CCHRS WEBSITE**. This will take you to the site where you will pre-enroll for fingerprinting. **If you skip this step, you will not be able to obtain digital fingerprints.**

Background Check Information | x

← → Not secure | 159.247.182.47/individual/background-check

Menu

jill.martins@ct.gov

BCIS ID  
326d620-694a

Status

Person Detail

Background Check

Program

Rooster

✓ Certify

FAQ

CT OEC BCIS

English Sign Out

Terms and Conditions

DCP Form

FBI Privacy Notices

Fingerprint Submission

**Fingerprint Submission**

OEC encourages providers to use 2-1-1 Child Care digital fingerprinting. It's easy, free and more convenient.

You will need to pre-enroll in the CT Criminal History Request System (CCHRS). Please select an agency type to get your code

Child Care Facility Type/Role  
OEC Family Child Care

If you are not sure which Child Care Facility Type to select, please check with your employer.

Your service code is 9096-9C91. Please go to **CCHRS website**

After you pre-enroll, you will see your Applicant Tracking Number on the confirmation page. You will also receive an email.

You will need to enter your Applicant Tracking Number in the field below.

Applicant Tracking Number

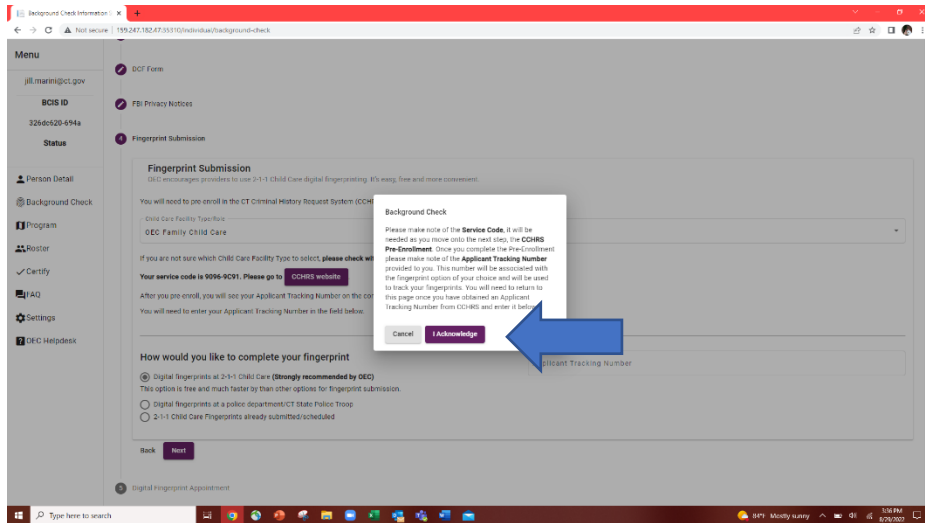
How would you like to complete your fingerprint

☒ Digital fingerprints at 2-1-1 Child Care (Strongly recommended by OEC)  
This option is free and much faster by than other options for fingerprint submission.

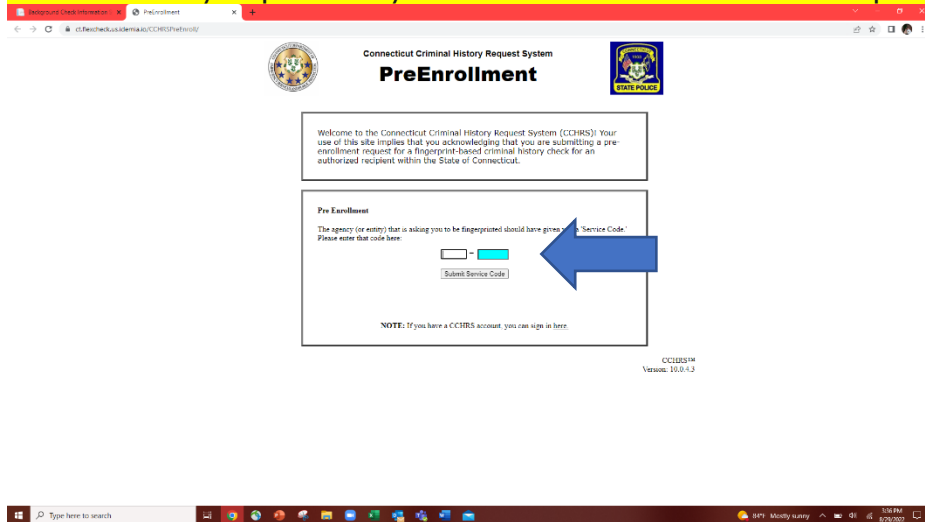
☐ Digital fingerprints at a police department/CT State Police Troop

☐ 2-1-1 Child Care Fingerprints already submitted/scheduled

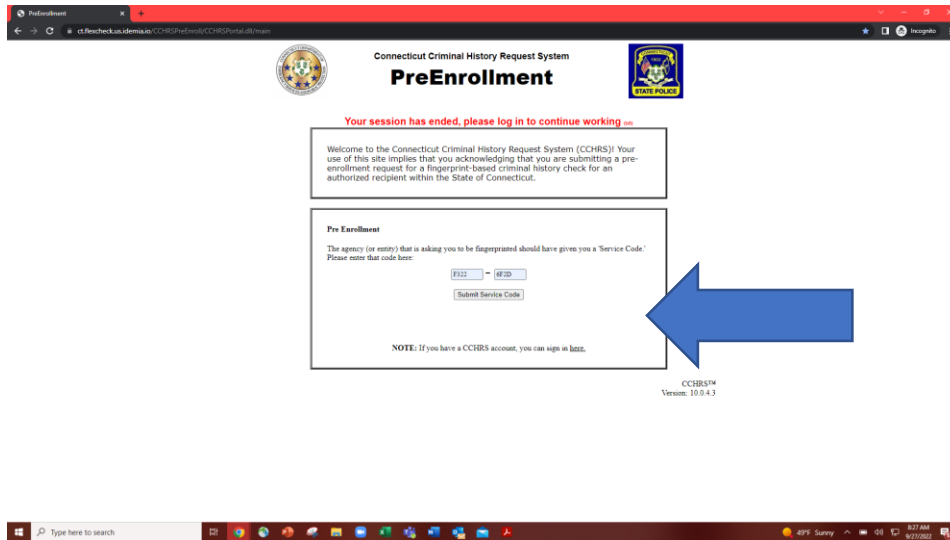
8. BCIS will remind you to write down the service code you will need to pre-enroll for fingerprints. If you are confident you have the code ready, click the Acknowledge button.



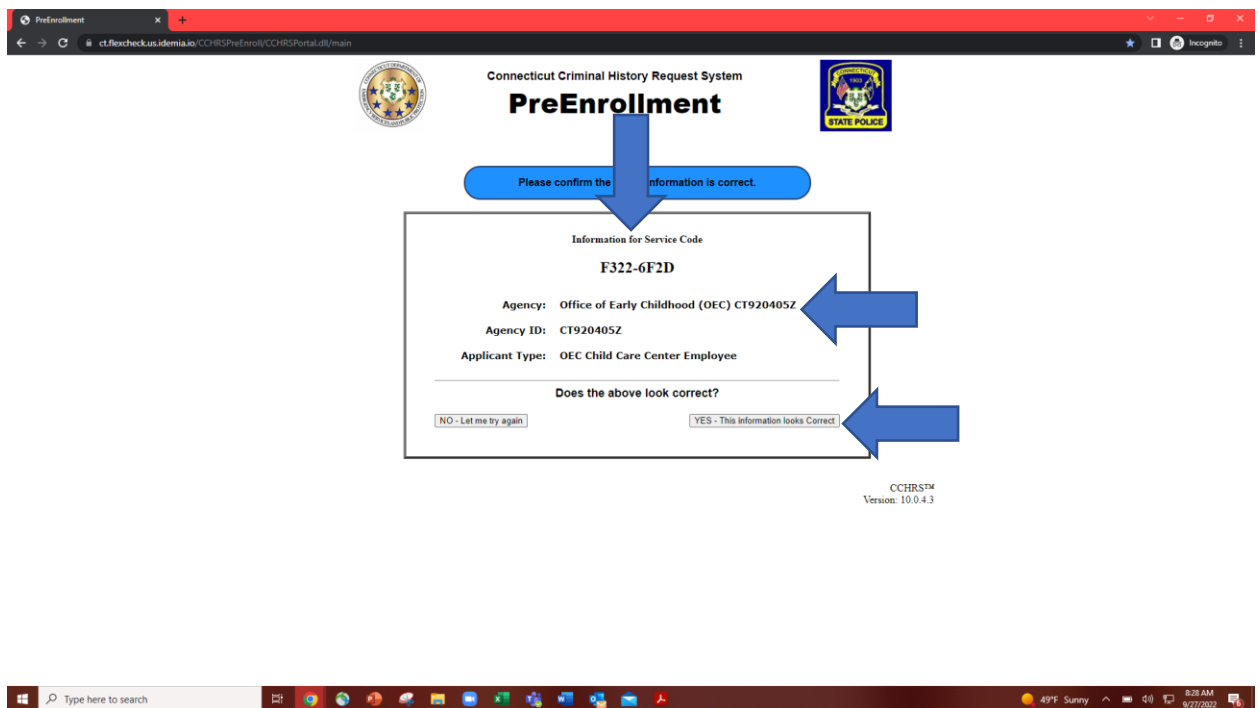
9. This will take you to the CCHRS Website. Once you arrive you will enter the **OEC Service Code** you previously wrote down for OEC Youth Camp Employee



10. Once you have entered the Service Code, click 'Submit Service Code'



- If your screen displays the OEC Youth Camp Employee Service Code click the YES button.

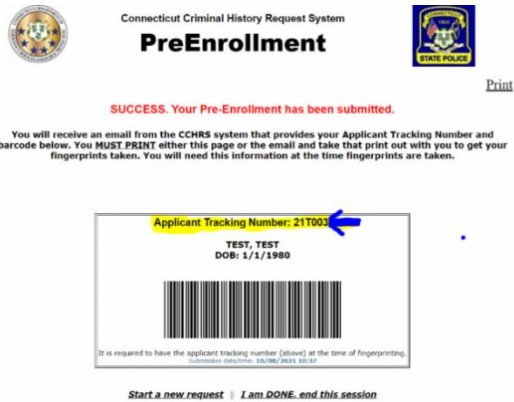


- Please fill out the Pre-Enrollment form. You are only required to fill out the **TEAL** blocks, you may leave the green blocks empty.

13. Once you have populated all the TEAL blocks, scroll to the bottom, and click on **SUBMIT MY PRE-ENROLLMENT**

14. If you have done it correctly, you will receive a success message. It is important that you note the Applicant Tracking Number, you will need to enter it into BCIS and to schedule your fingerprinting appointment. It will always begin with the current year and the letter "T" followed by seven numbers. An email confirmation will be sent to the email address you used to pre-enroll.






Connecticut Criminal History Request System  
**PreEnrollment**

**SUCCESS. Your Pre-Enrollment has been submitted.**

You will receive an email from the CCHRS system that provides your Applicant Tracking Number and barcode below. You **MUST PRINT** either this page or the email and take that print out with you to get your fingerprints taken. You will need this information at the time fingerprints are taken.

Applicant Tracking Number: 21T003

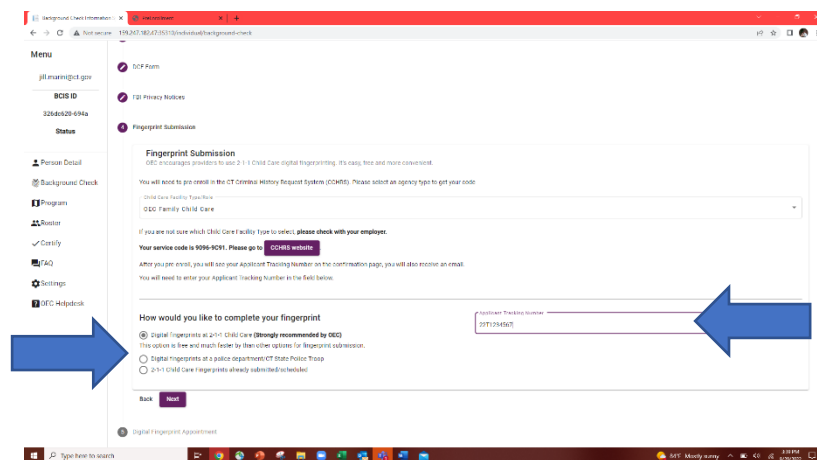
TEST, TEST  
DOB: 1/1/1980



It is required to have the applicant tracking number (above) at the time of fingerprinting.  
Submission date/time: 10/19/2023 10:32

[Start a new request](#) | [I am DONE, end this session](#)

15. You will now go back to BCIS and enter the Applicant Tracking Number into the ATN line. You will also select how you will obtain your prints:
- If you select Digital prints, it will allow you to schedule a fingerprint appointment right from BCIS (please see Step 16), click NEXT to go to Step 16.
  - If you choose to obtain your digital prints at a police station, please click this box, hit NEXT, and it will complete your process.
  - If you choose an already scheduled 211 site, this means that your Camp Administrator has coordinated for an onsite fingerprint clinic.



Menu

BCIS ID  
2264420-4364

Status

Person Detail  
Background Check  
Programs  
Roster  
Certify  
FAQ  
Settings  
OEC Helpdesk

PDF Form  
FBI Privacy Notices  
Fingerprint Submission

**Fingerprint Submission**  
OEC encourages providers to use 2+1 Child Care digital fingerprinting. It's easy, fast and more convenient.  
You will need to pre-enroll in the CT Criminal History Request System (CCHRS). Please select an agency type to get your code.

Child Care Facility, Franchise  
OEC Family Child Care

If you are not sure which Child Care facility type to select, please check with your employer.

Your service code is 9096-9091. Please go to [CCHRS website](#).  
After you pre-enroll, you will see your Applicant Tracking Number on the confirmation page, you will also receive an email.  
You will need to enter your Applicant Tracking Number in the field below.

Applicant Tracking Number: 21T034607

How would you like to complete your fingerprint

☒ Digital fingerprints at 2+1 Child Care (strongly recommended by OEC)  
This option is free and much faster by the other options for fingerprint submission.

☐ Digital fingerprints at a police department/CT State Police Troop

☐ 2+1 Child Care fingerprints already submitted/scheduled

[Back](#) [Next](#)

Digital Fingerprint Appointment

16. If you choose to schedule your own prints at a 211 location, you will be redirected to the next page where you can schedule an appointment.
- You will select the location you would like to use from the drop-down menu. Then you will select OEC Child Care Center as the Reason.
  - In the LIVE session if there are available appointments at the location you have chosen, they will appear.
  - If there are no available appointments at your location of choice, you may have to choose another location. Once you have made your choice click SUBMIT.

Background Check Information : x

Not secure | 159.247.182.47:35310/individual/background-check

Menu

CT OEC BCIS

English Sign Out

jill.marini@ct.gov

BCIS ID

326dc620-694a

Status

Awaiting FP

Person Detail

Background Check

Program

Roster

Certify

FAQ

Settings

OEC Helpdesk

Terms and Conditions

DCF Form

FBI Privacy Notices

Fingerprint Submission

Digital Fingerprint Appointment

Schedule Information

Please use the calendar below to request your fingerprint collection appointment.

Please remain in the lobby area when you arrive for your appointment. A staff member will escort you to your appointment. Please call 1-800-505-1000 if you need assistance.

Select a Location

Rocky Hill - United Way of CT, 1344 Silas Deane Highway, Rocky Hill CT 06067

Reason For Fingerprinting for particular candidate

Licensed Child Care Center/ Group Child Care Home

No available date found choose a different location

Submit

- d. Once you complete your fingerprints and OEC receives notification of favorable results the results will be entered into your profile and your status will update to CURRENT.
- e. If the results show a conviction of an OEC Disqualifying Crime, you and your Administrator will be notified that additional steps will be required to address the finding. Your administrator will only be made aware that additional information is required, the OEC will not disclose the any information about the finding.