

BCI Card Process for New Relative Care Providers

1. **Complete both sides of Relative Care Form.**
2. **Complete Child Abuse Registry Form for everyone living in the house 12 years and older.**
(Ok to make copies of this form depending on how many needed per household).
3. **Attach a Copy of Picture ID for everyone in the household 18 years and older.**

The following process will be complete next.

1. Submit background checks through Child Care licensing Website

(You will complete this page for each individual living in the household 12 years and older.)

Go to childcarelicensing.utah.gov

- Click the "Background Checks" tab
- Click "Background Check Form".
- Complete all areas in blue. When you get the line titled "Enter facility name, provider names or facility ID" etc... enter the providers name.
- When you get to the line titled "Name of individual completing form" be sure to have the person completing the form write their name on this line. (please know that each individual should be completing their own form)
- Complete this form for all household members 12 and older.

2. Pay BCI and Fingerprint fees for everyone 18 and older. (\$18 BCI, \$33.25 Fingerprint)

(Use ONE of the payment methods listed below).

- Make a phone credit card payment by calling 801-273-2903, 801-374-7688, 801-273-6617, or 801-273-2904. Please leave a message if no one answers.
- Make a secure online credit card payment by going to childcarelicensing.utah.gov and clicking "Payments". A \$2.00 processing fee will be charged per transaction. Payments will be processed on the following CCL business day.
- Mail or hand-deliver a check or money order payable to the "Utah Department of Health" to a **CCL office**. 3760 South Highland Drive, SLC 84106 or 50 E. Center Street, Suite 3200 Provo, UT 84606
- Hand-deliver cash in the exact amount to a **CCL office**.

3. Authorize the Background Check form in Child Care Licensing Portal

(An email should've been received with a link to create your own password for care about child care. If it's more than 3 business days and you haven't received an email call CMA office for help).

Once you have your login go to careaboutchildcare.utah.gov and log in.

- Click "Providers" and then click "Login"
- Enter **Login: Provider's email Password: password created by the provider.**
- Then click "Child Care Licensing Portal".
- In the Child Care Licensing Portal, click "Background Checks".
- In the Pending Checks for Covered Individuals section, click "Authorize" after the name of the covered individual.
- If someone was entered incorrectly or multiple times, click "Clear" instead of "Authorize".

4. Call and Schedule fingerprint

Submit a "10 finger" Fingerprints- One Time for all household members 18 and older which can be done for FREE at CARE ABOUT CHILDCARE office. (Below is a list of all Care About Childcare locations). **If you can't go to these locations in your county please contact CMA so we can assist you with the correct process.**

CACC Utah State University
6510 Old Main Hill,
Logan 435-797-1552
*Call for appointment M-F
9:30-11:30 am, 1-4pm; Th 5:30-7pm

CACC Children's Service Society
655 East 4500 South #200,
Salt Lake City 801-355-4847
*Call for appointment
M-Th 9am-4:30; F 9am-lpm

CACC Weber State University
1351 Edvalson St. Dept. 1309,
Ogden 801-626-7837
*Call for appointment
M&W 1-3:30pm; T&Th 8-10:45am

CACC Utah Valley University
800 West University Parkway - 163,
Orem 801-863-7453
*Call for appointment Office hours
(T-F); weeknights (T&Th); and occasional Saturdays

Background Check Additional Information/Troubleshooting

- ❖ Submit background checks for all household residents 12 years of age and older annually. If a person living in the home turns 12 years old, the provider must submit a background form for him/her within 10 days of turning 12 years old.
- ❖ Submit background checks for all household residents 18 years of age and older annually. If a person in the home turns 18 years old, the provider can wait until their renewal month to submit their fingerprints.
- ❖ The 10 day rule also applies to anyone who has moved into the home and anyone staying at the home for 2 weeks or longer.
- ❖ Cannot be logged into Care About Childcare website and Child Care Licensing website at the same time. Be sure to log out of one when you use the other.
- ❖ Do not use Internet Explorer or Safari.
- ❖ If the error Apache 500 shows, this means there is a linking problem between Care About Childcare and Child Care Licensing Contact Care About Childcare.
- ❖ Phones/Tablets don't work very well to authorize background checks.
- ❖ Provider is considered a "Facility" on the background check form.
- ❖ Contact CMA if you need help.