

Background
Check
Instructions



Background checks are required for all foster to adopt parents, household members who are 14 years of age and older, frequent visitors, babysitters, and respite care providers.

To complete a consent to have Circles of Care run a background check go to our website:

www.circlesofcareinc.org and click on Application to the left of the home screen.

Language Options:

CHANGE A LIFE
FOSTERCARE AND ADOPTION
Q&A.

**UPCOMING FOSTER /
ADOPT ORIENTATION
WEBINARS**
JOIN US FOR ONLINE
INFORMATIONAL MEETINGS

**FAMILY SUPPORT
SERVICES**
FOR YOUTH AND FAMILIES

REFERRAL FORM
MAKE A REFERRAL TO OUR
SERVICES

APPLICATION
PACKET FOR FOSTER/ADOPTION.

CONTACT Us
COMMENTS, QUESTIONS, OR
GRIEVANCES ABOUT OUR SERVICES.

**TRAINING
WEBSITE**
RESOURCES FOR PARENTS AND
STAFF.

PROVIDING

ADOPTION

FOSTER CARE

COUNSELING

FAMILY SUPPORT SERVICES

FAMILY PRESERVATION

**CIRCLES OF CARE IS A PRIVATE MENTAL
HEALTH, SOCIAL AND
FAMILY SERVICE AGENCY.**

CRISIS HOTLINE
1-855-256-6555
24 HOURS A DAY, 7 DAYS A WEEK

**FAYS Family and Youth Support Services and
Counseling**

- Conflict in the Home
- Runaways
- Peer Pressure
- School Issues
- Self Esteem
- Grief & Divorce

WE'RE HERE TO HELP. [LEARN MORE »](#)

Click on Criminal and Central Registry Check Consent. Once you complete the form it will automatically email it to the Family Home Developer. Since the form is completed online it will not allow us to access your social security number. You will need to submit a copy of your social security card and drivers license to your local Family Home Developer or through a secure link to our DropBox feature which will be provided to you. We cannot run your background without them.

- There will be a list of forms to complete.

APPLICATION PACKET

Language Options:

CHANGE A LIFE
FOSTERCARE AND ADOPTION
Q&A

UPCOMING FOSTER / ADOPT ORIENTATION WEBINARS
JOIN US FOR ONLINE INFORMATIONAL MEETINGS

FAMILY SUPPORT SERVICES
FOR YOUTH AND FAMILIES

REFERRAL FORM
MAKE A REFERRAL TO OUR SERVICES

APPLICATION PACKET FOR FOSTER/ADOPTION.

CONTACT US

The forms on this page make up a packet of information and applications for those interested in becoming foster or adoption care providers. All forms are available as PDF files and some forms may be filled out and submitted online. For assistance with these forms please [contact Circles of Care.](#)

ONLINE FORMS

- [General Application for Potential Providers](#) (or [click here for PDF](#))
- [Criminal and Central Registry Check Consent](#) (or [click here for PDF](#))
- [Disclosure of Family Violence](#) (or [click here for PDF](#))
- [Doctor, Dentist, and Hospital Services Information](#) (or [click here for PDF](#))
- [General House Rules Age 2 to 7](#) (or [click here for PDF](#))
- [General House Rules Age 8 to 17](#) (or [click here for PDF](#))
- [Weapons Inventory](#) (or [click here for PDF](#))
- [Licensure Process Denial and Fees](#) (or [click here for PDF](#))
- [Monthly Family Budget](#) (or [click here for PDF](#))

ADDITIONAL FORMS AND INFORMATION

- [Family Documentation Request](#)

The following documents are in PDF format only:

- [Circles of Care Introduction Brochure](#)
- [Fire Safety Checklist](#)
- [Environmental Health Checklist](#)
- [Floor Plan](#)
- [Pledge of Responsibility for Children](#)

Complete the background consent in its entirety. Include current name, past names, maiden name, address, phone number, email address, driver's license number and state issued, past cities you have lived in the State of Texas, and other states you lived in within the past 5 years. Also include any past arrests or criminal history.

- **Note:** adults cannot share an email address. Email addresses must be individualized. Minors can use a parent's email address.
- Also be sure that the name being ran for the background check matches what is on your driver's license.

Sample

OPERATOR'S LICENCE PERMIS DE CONDUIRE

YT
CANADA

1 **SAMPLEDRIVER**
2 **JOHN Q**
8 **123 WEST VANCOUVER ST
WHITEHORSE
YT Y1A A1A**
3 DOB/DD **1985/09/09**
4a Iss/Dél. **2010/09/25**
4b Exp/Exp. **2015/09/09**
15 Sex/Sexe **M** 18 Eyes/Yeux **HAZ/NOI** 16 Hgt/Taille **190**
9 Class/Classe **5** 9a End/Autor. 12 Rest/Rest

See reverse / Voir au verso

Minors who do not have an identification card will need to ensure that this completed form is taken when completing the FBI Fingerprinting.

This form can be found at https://www.dfps.texas.gov/Background_Checks/documents/ID_Requirements_Waiver_Minor_Fingerprint_Applicants.pdf

Identification Requirements for Minor Fingerprinting Applicants

If a minor applicant does not have an identification document from the [List of Documents to Prove Identity for Fingerprinting](#), at the time of the fingerprinting appointment they must present:

1. the *Texas Photo ID Waiver for Minors* and
2. one of the following identification documents for the minor*
 - Original or certified copy of a birth certificate issued by the appropriate State Bureau of Vital Statistics or equivalent agency from a U.S. state, U.S. territory, the District of Columbia, or a Canadian province. A birth record issued by a hospital is not acceptable under this category.
 - Original or certified copy of a U.S. Department of State Certification of Birth Abroad issued to U.S. citizens born abroad (Form FS-240, DS-1350, or FS-545).
 - Original or certified copy of court order with name and date of birth indicating an official change of name and/or gender from a U.S. state, U.S. territory, the District of Columbia, or Canadian providence.
 - Social Security Card (actual card).

*If a minor applicant is unable to present one of the above identification documents, please contact the Centralized Background Check Unit Support Line at (800) 645-7549 for assistance.

TEXAS PHOTO ID WAIVER FOR MINORS

Legal Name (First, Middle, Last) _____ / _____ / _____
DOB (DD/MM/YYYY) _____

I certify that I am the parent or legal guardian of the above-named child. This child does not have a state-issued photo identification card or other Primary Identity Document specified by the Texas Department of Safety.

Under penalty of the law, I confirm that the child present with me is the individual named above. I acknowledge that making a false statement regarding the identity of this child may lead to prosecution under Title 8 of the Texas Penal Code.

Signature of Parent or Legal Guardian _____

Printed Name of Parent or Legal Guardian _____

From: [CLASS HHSC Notifications](#)
To: [Your Email Address](#)
Cc: [Background Results](#)
Subject: Child Care Regulation Background Check for Circles of Care - Actions You Must Complete
Date: Thursday, September 12, 2024 2:14:16 PM
Attachments: [Actions You Must Complete_09122024.pdf](#)

This is a system-generated e-mail. Please do not respond to this e-mail address.

You are receiving this e-mail as notification regarding a Child Care Regulation background check request that was submitted to the Centralized Background Check Unit (CBCU).

Please read and review the attached letter for specific information regarding this background check request.

If you would like future background check notifications to be sent to a different e-mail address or if you believe you received this e-mail in error, please contact your CBCU representative.

If you are unsure of who your CBCU representative is, you may find this information on the CBCU webpage at: <https://www.hhs.texas.gov/providers/protective-services-providers/child-care-regulation/child-care-regulation-background-checks/centralized-background-check-unit> or contact the CBCU Support Line at: 1-800-645-7549 for assistance.

Thank you,

The Centralized Background Check Unit

- Once the form is complete, the background will be run by a Circles of Care staff member or Family Home Developer. You should receive an email from the State of Texas letting you know if you need to be fingerprinted or if you are Eligible. Eligible means you have a valid fingerprint already on file. A letter will be attached to the email letting you know what you need to do next. The email subject will read:

- Childcare Regulation Background Check for Circles of Care: Actions You Must Complete
- This is the email address that the email will be coming from: classNotifications@hhsc.state.tx.us
- The email may go to your Spam or Junk folder so please check for it there.
- You have 30 days to schedule your fingerprints after the date Circles of Care runs it.

****The cost of the FBI is \$38.54 and is reimbursed by Circles of Care for Potential Parents, Household Members under the age of 18 and Respite Providers.**

Example of Email for Scheduling FBI Fingerprints

From: [HHSC Contact CBCU](#)
To: [Background Results](#)
Subject: Outstanding Fingerprint Checks for Your Operation(s)
Date: Wednesday, September 11, 2024 4:09:26 PM

Dear Residential Child Care Provider:

Circles of Care
546152-513

You submitted a background check for the person below on **9/5/2024** for the role of **Foster/Adoptive Parent**, and we have determined that the person must be fingerprinted in order to complete the background check process. This person has been notified of the need for fingerprinting, but we are sharing this information with you as a resource to assist the person with completing the fingerprinting process.

The following information must be used when scheduling a fingerprint appointment:

- Name: **SAMPLE NAME**
- Date of birth: **1979**
- Method of Contact: **SAMPLE EMAIL**
- Service Code: **11BR9Q**
- UEID: **UZTX5NH91Q (Individualized)**

Refer to the [CCL Fingerprinting](#) page for information about scheduling a fingerprinting appointment and the forms of identification the person must bring.

****This notification is specific to the fingerprint check. Additional steps *may* be required by the person to complete the background check. If an email address was provided for the person, ensure the person checks their email account for information regarding additional steps required.**

If the person is no longer working at or being considered for employment or association with your operation, log into your Child Care Licensing Account and inactivate the person on the Online Background Check History page.

If fingerprints are not received within 30 days of the background check submission, the person is at risk of being deemed "Ineligible" to work at your operation.

****If the person has already scheduled their fingerprinting appointment or completed fingerprinting, please disregard.**

If the person has attempted to complete fingerprinting and has

encountered issues, please contact our support line at 1-800-645-7549 (Monday-Friday 8am-4:30pm) or reach out to your assigned CBCU representative:

- Name: Lauren Dismuke
- Email: lauren.dismuke@hhs.texas.gov
- Phone: (512) 438-3407

Sincerely,
The Centralized Background Check Unit

Example of Email if Out of State Central Registry is required



09/12/2024

Your Name
Your Address
CORPUS CHRISTI, Texas 78418-4809

Dear _____:

The child care operation Circles of Care, Operation # 546152-513 requested that the Centralized Background Check Unit (CBCU) complete a background check for you. Your information was provided as **Sample Name**, born in 1991. (Alternate names provided for you include: MAIDEN NAME, ANY OTHER PREVIOUS LAST NAMES.)

You must complete additional type(s) of background check(s) before the CBCU can finalize your background check. The additional type(s) of background check(s) that you must complete and instructions for how to complete them are listed below.

You must complete the steps below as soon as possible. If you do not complete the steps below within the next 30 days, the CBCU may close your background check request, and you will have to restart the background check process.

The information provided with your background check request indicated you have resided in the following state(s) and/or US territories outside of Texas in the previous five years:

- California

If the above information is inaccurate, please contact the CBCU as soon as possible.

Out-of-State Child Abuse and Neglect Check

You must contact each of the states and/or US territories listed above and request a Child Abuse and Neglect registry check. The state or US territory may charge you a fee to perform the Child Abuse and Neglect registry check. The state or US territory may charge you a fee to perform the Child Abuse and Neglect registry check.

HHSC's Out-of-State Resource Guide for Child Care Employees and Foster and Adoptive Parents in Texas outlines the steps for requesting an out-of-state checks from each state and territory and submitting the results to CBCU. The guide also includes You can find a list of contact information and websites for each state and US territory and information about any exceptions to when a states or territory will perform a Child Abuse and Neglect registry check. View the guide at:

<https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/prot>

[ective-services/ccl/out-of-state-background-check-resource-guide.pdf](#)

You must provide the result(s) to the CBCU within the next 30 days, even if no history is found. You may provide this documentation to the CBCU by:

- Email: CBCUBackgroundChecks@hhs.texas.gov,
- Fax: 512-339-5871, or
- Contacting your CBCU representative directly.

If you have questions:

- contact your CBCU representative:
<https://www.hhs.texas.gov/providers/protective-services-providers/child-care-regulation/child-care-regulation-background-checks/centralized-background-check-unit>
- visit the CBCU webpage:
<https://www.hhs.texas.gov/providers/protective-services-providers/child-care-regulation/child-care-regulation-background-checks>; or
- contact the CBCU Support Line: 1-800-645-7549.

Thank you,

Child Care Regulation Centralized Background Check Unit

If you have a history of being **validated** for Abuse and or Neglect of a child anywhere in the US, Circles of Care will not receive the results of your background check. You will more than likely receive a phone call or letter from the State of Texas informing you that you have history and to notify Circles of Care. This is important because without this information, Circles of Care would be unaware of any abuse/neglect history and unable to move forward with your application

- Once fingerprints have been completed you will receive an email within a few days letting you know you are Eligible. If you have any criminal history this will be sent as a Match Letter. You can still be Eligible with criminal history, but Circles of Care has the right to deny you licensure dependent on the nature of the criminal history, number of arrests, and outcomes. Keep in mind that if you are eligible for a Risk Assessment, Circles of Care does not do these for new foster to adopt families. A Risk Assessment means that we are confident you will not be a risk to children in care and as we do not know you, we are not willing to take this risk.



6 Steps to Complete a Background Check

Background checks are required for all foster to adopt parents, household members who are 14 years of age and older, frequent visitors, babysitters, and respite care providers.

Here is a quick glance at the steps to complete a background check with Circles of Care:



01

Complete the Background Consent form either on the Circles of Care Website or the Background Form provided by the agency

02

If the form is completed online it will not allow us to access your social security number so you will need to submit a copy of your social security card and driver's license via a secured Dropbox link provided by the agency as it cannot be run without them.

03

You will receive an email from the State of Texas letting you know if you need to be fingerprinted or if you are Eligible. Eligible means you have a valid fingerprint already on file or not considered a caregiver.

04

If an individual has resided out of State in the last 5 years, a Central Registry check from that State will be required to complete the Background Request.

05

Notifications if additional steps are needed:
•Childcare Regulation Background Check for Circles of Care: Actions You Must Complete
•This is the email address: classNotifications@hhsc.state.tx.us

06

If you have any criminal history this will be sent as a Match Letter. You can still be Eligible with criminal history, but Circles of Care has the right to deny you licensure dependent on the nature of the criminal history, number of arrests, and outcomes

If an FBI is needed, it must be scheduled and completed within 30 days of running the initial background check.

**The cost of the FBI is \$38.54 and is reimbursed by Circles of Care for Potential Parents, Household Members under the age of 18 and Respite Providers.