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NEW YORK STATE
OFFICE OF CHILDREN & FAMILY SERVICES
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Administrative Directive

Transmittal:	09-OCFS-ADM-18
To:	Commissioners of Social Services Executive Directors of Voluntary Authorized Agencies Adoption Agencies
Issuing Division/Office:	Strategic Planning and Policy Development
Date:	October 8, 2009
Subject:	Live Scan Technology for Fingerprinting Foster and Adoptive Applicants
Suggested Distribution:	Directors of Services Child Protective Services Supervisors Foster Care Supervisors Adoption Supervisors Homefinding Supervisors Staff Development Coordinators CONNECTIONS Implementation Coordinators
Contact Person(s):	Any questions concerning this release should be directed to the appropriate Regional Office, Division of Child Welfare and Community Services: Buffalo Regional Office – Mary Miller (716) 847-3145 Mary.Miller@ocfs.state.ny.us Rochester Regional Office – Linda Kurtz (585) 238-8201 Linda.Kurtz@ocfs.state.ny.us Syracuse Regional Office – Jack Klump (315) 423-1200 Jack.Klump@ocfs.state.ny.us Albany Regional Office – Kerri Barber (518) 486-7078 Kerri.Barber@ocfs.state.ny.us Spring Valley Regional Office – Pat Sheehy (845) 708-2498 Patricia.Sheehy@ocfs.state.ny.us NYC Regional Office – Patricia Beresford (212) 383-4873 Patricia.Beresford@ocfs.state.ny.us Native American Services – Kim Thomas (716) 847-3123 Kim.Thomas@ocfs.state.ny.us Out-of-State – Michelle Rafael (518) 474-4352 Michelle.Rafael@ocfs.state.ny.us

Attachments:	Attachment 1: Notice Regarding Fingerprinting Requirements (revised 10/2009) - English Attachment 1a: Notice Regarding Fingerprinting Requirements (revised 10/2009) - Spanish Attachment 2: Request for NYS Fingerprinting Services - <i>Information Form</i> [OCFS-4930ASFA (8/2009)] – English Attachment 2a: Request for NYS Fingerprinting Services - <i>Information Form</i> [OCFS-4930ASFA-S (8/2009)] – Spanish
Attachment Available Online:	Request for NYS Fingerprinting Services - <i>Information Form</i> (Eng. & Sp.) http://www.ocfs.state.ny.us/main/forms http://ocfs.state.nyenet/admin/Forms Click “Adoption” or “Foster Care”

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
08 OCFS ADM-06 07 OCFS ADM-01		18 NYCRR Parts 421 and 443	SSL 378-a (2)		

I. Purpose

The purpose of this Administrative Directive (ADM) is to announce the policy modification and changes in procedures concerning the method by which fingerprints will be taken and submitted by social services districts (districts) and voluntary authorized agencies, including in-state and out-of-state adoption agencies. Effective October 9, 2009, all foster and adoptive parent applicants and all other household members over the age of 18 will be directed to a contractor site for the purpose of taking fingerprints using a digitized method called Live Scan. This will replace the traditional ink-and-roll process formerly used.

II. Background

The New York State Division of Criminal Justice Services (DCJS) has entered into a contractual agreement with L-1 Identity Solutions (hereinafter known as L-1) to provide electronic fingerprinting processing services on a statewide basis for all individuals requiring a criminal background check. The Office of Children and Family Services (OCFS) is one of the largest contributors of civil processing of fingerprints to DCJS. Together with the New York State Department of Health, Department of Motor Vehicles and Department of State, OCFS has agreed to be among the first agencies to participate in this endeavor. Effective in 2011, DCJS and the Federal Bureau of Investigation (FBI) will no longer accept paper processing of fingerprints.

III. Program Implications

This fingerprint solution will enable districts and voluntary authorized agencies some workload relief for those staff members currently devoted to taking prints via the more traditional ink-and-roll process. Additionally, it will provide faster results decreasing the time it takes for mailing the prints and manually processing the demographic data from several weeks down to days. Automated electronic processing greatly reduces the rejection rate of fingerprints and the need to recall applicants to retake fingerprints. The technology is designed to immediately detect problem prints so that fingerprints can be redone while the applicant is present at the initial appointment. This process will help districts claim federal funds for eligible foster homes in a more timely manner. Districts and voluntary authorized agencies are reminded that federal Title IV-E funding is not available for an otherwise Title IV-E eligible foster child unless and until the foster home is fully certified or approved, and a foster home cannot be fully certified or approved until the criminal history record check has been completed.

Out-of-state authorized adoption agencies must use the procedure set forth in this directive for persons residing in New York State.

IV. Required Action

The following reflects the procedure that must be followed on or after October 9, 2009, for fingerprinting any applicant for certification or approval as a foster or adoptive parent and all other persons over the age of 18 who reside in the home of the applicant.

Except as expressly stated in this release, the policies and standards set forth in OCFS directive 08-OCFS ADM-06 Criminal History Record Checks and Mandatory Disqualifying Crimes (Foster and Adoptive Parents) remain in effect. Attachment 1 contains the Notice Regarding Fingerprinting Requirements (Revised 10/2009) in English and Spanish and Attachment 2 is the new Request for NYS Fingerprinting Services – Information Form (OCFS-4930 (8/2009), both of which must be provided to the person applying to be certified or approved as a foster or adoptive parent. It is recommended that copies of these forms be given to applicants at the time the foster care or adoptive parent application is provided. The district or voluntary authorized agency must provide each person to be fingerprinted with instructions on how to complete the Request for NYS Fingerprinting Services – Information Form. This form is pre-filled with the OCFS originating agency code used by DCJS and the FBI. You will need to provide certain information to the applicants to further complete the form such as your Agency ID number, Additional Agency ID information used, Agency Name and Address, and the CONNECTIONS Home Resource ID # and Person ID #, if applying for foster care. You may wish to pre-fill your agency ID number and name and address. Additional copies are available on the OCFS website at www.ocfs.state.ny.us/main/forms.

Districts and voluntary authorized agencies must provide the following additional instructions to all foster and adoptive parent applicants and household members over the age of 18. They must be instructed to schedule an appointment with L-1 either by using its website www.L1enrollment.com or by calling 1-877-472-6915. Applicants will be able to select a location closest to their home or place of employment. L-1 offers extended daily hours and weekend services at most locations throughout the state.

Each person to be fingerprinted must bring to the scheduled appointment the Request for NYS Fingerprinting Services – Information Form as well as two (2) forms of ID, at least one of which must have a photo, (see page 2 of the form for acceptable forms of ID) in order to have his/her fingerprints taken at no cost to such person. The vendor will charge a fee of \$11.50 (initially, subject to small semiannual changes based on volume) for the fingerprinting service, the DCJS fee of \$75 and the FBI fee of \$19.25. All of these fees will be billed to OCFS on a monthly basis. Failure to provide the Information Form may result in a charge of these fees to the person to be fingerprinted, or denial to take prints at the scheduled appointment time. Each person appearing without the form and acceptable IDs will be directed back to the district or voluntary authorized agency for further instructions.

This change in processing does not require any individual previously cleared to have his/her prints redone. Fingerprints already in process on the effective date should be submitted to OCFS using the pre-paid mailing envelopes. It is not necessary to direct individuals who were recently fingerprinted by districts, voluntary authorized agencies, or police precincts to have their prints redone via Live Scan. OCFS will continue to process cards received in-house until the current backlog of incoming cards is completed or until December 31, 2009.

It is recommended however, that any individual who has not been cleared because his/her fingerprints were rejected either by OCFS, DCJS or the FBI under the pre-Live Scan process should be directed to the contractor for resubmission. This will allow the resubmitted prints to be processed in the shortest time possible and avoid possible further rejection.

For hard-to-print applicants and household members over the age of 18 who suffer disabling conditions that prevent them from leaving the home, may need to be printed in the traditional format of ink-and-rolled prints. Those fingerprints should be forwarded to L-1 at the following address:

**L-1 Identity Solutions, Inc
1650 Wabash Avenue, Suite D
Springfield, IL 62704**

As a reminder, the “Acknowledgement and Consent Form for Fingerprinting and Disclosure of Criminal History Record Information” applicable only to applications for certification or approval submitted to a voluntary authorized agency continues to be in effect as directed in 08-OCFS ADM-06. This form must be completed and signed by each applicant and household member over the age of 18, and sent directly to OCFS by the voluntary authorized agency. OCFS cannot release the results of the criminal history as reported by the FBI to a non-public agency unless and until a signed consent form is on file with OCFS. L-1 does not accept consent forms.

V. Systems Implications

Until further notice, districts and voluntary authorized agencies are instructed to discontinue the use of the Notice of Fingerprinting Requirements (English/Spanish) generated by CONNECTIONS (FAD Module). At a later time, the form currently available on the CONNECTIONS system will be disabled and the newly revised form attached to this directive will again become available for system generation. Until such time as that can be accomplished, the attached form should be used in hard-copy format. The consent form for use by voluntary authorized agencies remains unchanged and continues to be available on CONNECTIONS.

VI. Effective Date

This ADM is effective on October 9, 2009.

/s/ Nancy W. Martinez

Issued By:

Name: Nancy W. Martinez

Title: Director

Division/Office: Strategic Planning and Policy Development

Attachment 1
NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES
NOTICE REGARDING FINGERPRINTING REQUIREMENTS

This notice is to advise you that New York State law (section 378-a of the Social Services Law) requires you and those persons over the age of 18 who currently live in your home to be fingerprinted if you are applying to be certified or approved as a foster parent (including a relative foster parent) or an adoptive parent. The fingerprints are used to conduct a national criminal history record check through the Federal Bureau of Investigation (FBI) and a New York State criminal history record check through the Division of Criminal Justice Services (DCJS).

The social services district or voluntary authorized agency with which you are seeking certification or approval will ask you and all of the above noted household members to have fingerprints taken. Please follow the simple steps below:

1. Complete the Request for NYS Fingerprinting Services – Information Form attached to this notice
2. Schedule an appointment to have your fingerprints taken by calling 1-877-472-5915 or by logging on to the website: www.L1enrollment.com
3. Select a location on the phone or on the website that is most convenient for you.
4. Show up at the selected location at the appointed time and be sure to bring the following:
 - The completed Request for NYS Fingerprinting Services – Information Form
 - Appropriate forms of Identification (see page 2 of form for acceptable forms of ID)

Your fingerprints will not be taken without the completed form and proper identification. Without them, you will be requested to reschedule your appointment.

After the fingerprints are taken, they will be sent electronically to DCJS and the FBI to search their agency files for any criminal record of charges or convictions in New York State or nationally. There is no fee to you for these searches. The reports of criminal history information will be forwarded to the Office of Children and Family Services (OCFS) for review and disclosure to the agency to which you have applied.

If in any search a criminal record is found, the district or voluntary authorized agency will receive summary information about the charges or convictions. (When application is made to a voluntary authorized agency, specific charges or convictions reported by the FBI involving you and those persons over the age of 18 who currently live in your home will only be provided to the voluntary authorized agency when OCFS receives the consent addressed in the notice section below.)

Depending upon the types of crimes listed in the criminal history, the following actions could result:

- denial of your application;
- revocation of your certification or approval;
- removal of children already placed in your home.

You will be provided notice and reason for such actions if they are taken. In the event your application is denied or your certification or approval is revoked, you will be provided with a copy of the summary of the criminal history record.

You will also be given a notice which provides a description of the process DCJS and the FBI have for persons to review their criminal history record and any rights to challenge the action taken.

Please be advised: If you are an applicant or a certified or approved foster or adoptive parent and you have been convicted of a mandatory disqualifying crime, your application will be denied or your certification or approval revoked.

Mandatory disqualifying crimes include certain felonies such as child abuse or neglect, spousal abuse, crimes against children, certain crimes of violence, and felony drug convictions within the last five years.

DCJS retains your fingerprints until your home is closed or an adoption is finalized. While it retains the fingerprints, DCJS will notify OCFS (which will then notify the social services district or voluntary authorized agency) if you or anyone fingerprinted under this law is charged with a crime. The FBI does not retain these fingerprints.

All criminal history record information is confidential. It may not be made available for public inspection. However, it may be disclosed for judicial or administrative proceedings relating to a denial of an application, revocation of a certificate or approval, or the removal of foster children. Where there is a pending court case, a copy of the summary of the criminal record will be provided to the Family Court or Surrogate's Court.

NOTICE TO PERSONS APPLYING TO A VOLUNTARY AUTHORIZED AGENCY [THIS DOES NOT APPLY TO PERSONS APPLYING TO A SOCIAL SERVICES DISTRICT]:

For a person who is applying to a voluntary authorized agency for certification or approval as a foster or adoptive parent and all other persons over the age of 18 who currently live in the home of the applicant, you will each be given a consent to sign called the "Acknowledgement and Consent for Fingerprinting and Disclosure of Criminal History Information". The purpose of the consent is to authorize OCFS to provide the voluntary authorized agency with certain specific information on any crime or crimes reported to OCFS by the FBI. The failure to sign the consent is a reason by itself to deny the application for certification or approval. Also, if someone subject to the fingerprint requirement refuses to sign a consent, and the FBI has reported to OCFS that the person has a conviction or charge, OCFS regulations require the voluntary authorized agency to deny the application for certification or approval.

We have a mutual interest in protecting the safety of foster children. These requirements are important in meeting that goal.

Adjunto 1a

OFICINA DE SERVICIOS PARA NIÑOS Y FAMILIAS DEL ESTADO DE NUEVA YORK

NOTIFICACION ACERCA DE LOS REQUISITOS PARA OBTENER IMPRESIONES DIGITALES

El propósito de esta notificación es informarle que la ley del estado de Nueva York (Sección 378-a de la Ley de Servicios Sociales) requiere que usted y todos aquellos individuos mayores de 18 años de edad que actualmente residen en su hogar provean impresiones digitales, si es que usted está solicitando ser o ya es un(a) padre/madre de crianza certificado(a) o aprobado(a) (incluyendo a un familiar que asume el papel de padre/madre de crianza) o está solicitando para ser un(a) padre/madre adoptivo(a). Las impresiones digitales se usan para llevar a cabo verificaciones de historiales criminales a nivel nacional, a través de la Agencia Federal de Investigaciones (*Federal Bureau of Investigation—FBI*), y a nivel del estado de Nueva York, a través de la División de Servicios de Justicia Criminal (*Division of Criminal Justice Services—DCJS*).

El distrito de servicios sociales de su localidad o la agencia voluntaria autorizada mediante la que está tratando de obtener certificación o aprobación pedirá que usted y todos los miembros de su hogar citados anteriormente provean impresiones digitales. Por favor, siga las instrucciones simples que se describen abajo:

1. Complete la Solicitud de Servicios de Impresiones Digitales del Estado de Nueva York (Formulario Informativo) que se adjunta con esta notificación.
2. Haga una cita para que se tomen sus impresiones digitales llamando al **1-877-472-5915** o ingresando al portal: www.L1enrollment.com.
3. Seleccione el lugar más conveniente para usted, ya sea por teléfono o visitando el portal.
4. Preséntese en el lugar seleccionado a la hora indicada y asegúrese de traer lo siguiente consigo:
 - La Solicitud de Servicios de Impresiones Digitales del Estado de Nueva York (Formulario Informativo) debidamente completada
 - Identificación apropiada (vea el reverso del formulario para enterarse de formas de identificación aceptables).

Sus impresiones digitales no se tomarán sin tener el formulario debidamente completado y la identificación apropiada. A usted se le requerirá una nueva cita si no los lleva consigo.

Después de haberse tomado las impresiones digitales, éstas serán enviadas electrónicamente a la DCJS y al FBI para investigar los archivos de sus respectivas

agencias con el fin de identificar cualquier récord criminal de cargos o condenas en el estado de Nueva York o en la nación. Los informes o historiales criminales serán enviados a la Oficina de Servicios para Niños y Familias del Estado de Nueva York (*New York State Office of Children and Family Services—OCFS*) para su revisión y divulgación o revelación ante la agencia a la que usted haya presentado su aplicación.

Si durante la investigación se encuentra un récord criminal, el distrito o la agencia voluntaria recibirá un resumen de los cargos o condenas. (Cuando la aplicación se la dirija a una agencia voluntaria autorizada, los cargos o las condenas específicas reportadas por el FBI que le involucren a usted y a aquellas personas mayores de 18 años de edad que viven actualmente en su hogar sólo se proveerán a la agencia voluntaria autorizada cuando OCFS reciba el consentimiento referido más abajo).

Dependiendo de los tipos de crímenes listados en el historial criminal, las siguientes acciones pueden llevarse a cabo:

- rechazo o negación de su solicitud;
- revocación de su certificación o aprobación;
- retiro de los niños ya colocados en su hogar.

Se le proveerá una notificación explicándole las razones de tales acciones, si éstas se llegan a llevar a cabo. En caso de que su solicitud sea rechazada o negada, o de que su certificación o aprobación sea revocada, se le proveerá una copia del resumen del historial criminal.

A usted también se le proveerá una notificación que describirá el proceso que DCJS y el FBI utilizan para que una persona pueda revisar su historial criminal y cualquier derecho que esa persona pueda tener para objetar a la acción efectuada.

Por favor tenga en cuenta: Si usted es un solicitante o un padre/madre de crianza o adoptivo(a) aprobado(a) o certificado(a), y usted ha sido convicto de un crimen que lo descalifica por mandato, su solicitud será negada/rechazada o su certificación o aprobación revocada.

Los crímenes que descalifican por mandato a una persona incluyen ciertos delitos mayores, tales como abuso o negligencia infantil; abuso doméstico; crímenes contra niños, ciertos crímenes de violencia, y condenas por delitos mayores de drogas cometidos dentro de los últimos cinco años.

Las impresiones digitales serán retenidas por DCJS hasta que su hogar se cierre o hasta que se finalice una adopción. Mientras DCJS retenga las impresiones, la división notificará a OCFS (la que luego notificará al distrito de servicios sociales a o a la agencia voluntaria autorizada) si usted o cualquier persona que haya provisto impresiones digitales bajo la ley haya sido acusada de un crimen. El FBI no retiene impresiones digitales.

Toda la información relativa a historiales criminales es confidencial, y no puede hacerse disponible para la inspección del público. Sin embargo, ésta puede divulgarse para propósitos de procedimientos judiciales o administrativos relacionados al rechazo de una solicitud, a la revocación o aprobación de un certificado, o al retiro de niños de crianza. Cuando haya un caso pendiente en el tribunal, se proveerá una copia del resumen del historial criminal al Tribunal de Relaciones Familiares o al Tribunal Testamentario.

NOTIFICACIÓN A PERSONAS SOLICITANDO A UNA AGENCIA VOLUNTARIA AUTORIZADA (ESTO NO SE APLICA A PERSONAS SOLICITANDO A UN DISTRITO DE SERVICIOS SOCIALES):

Para una persona que está solicitando a una agencia voluntaria autorizada con el fin de obtener certificación o aprobación para ser padre/madre de crianza o adoptivo(a), y para todas las otras personas mayores de 18 años de edad que actualmente viven en el hogar del solicitante, cada uno será provisto con un formulario de consentimiento que debe firmarse, llamado “Reconocimiento y Consentimiento para la Obtención de Impresiones Digitales y la Divulgación de Información de Historiales Criminales” (*Acknowledgement and Consent for Fingerprinting and Disclosure of Criminal History Information*). El propósito del consentimiento es autorizar a que OCFS provea a la agencia voluntaria autorizada cierta información sobre cualquier crimen o crímenes reportados a OCFS por el FBI. El no firmar el consentimiento constituye razón suficiente para rechazar la solicitud de certificación o aprobación. Si el sujeto que debe proveer impresiones digitales se rehúsa a firmar el consentimiento, y el FBI ha reportado a OCFS de que la persona tiene una convicción o un cargo criminal, las regulaciones de OCFS requieren que la agencia voluntaria autorizada rechace o niegue la respectiva solicitud de certificación o aprobación.

Nuestro interés en proteger la seguridad de los niños de crianza es mutuo. Estos requisitos son importantes para satisfacer esa meta.

NEW YORK STATE
OFFICE OF CHILDREN & FAMILY SERVICES
REQUEST FOR NYS FINGERPRINTING SERVICES
Information Form
(To be completed by Provider or Foster Care/Adoption Agency)

Enrollment Information:

Applicant must have an appointment to be fingerprinted. At appointment, applicant will need to bring this form and acceptable ID as noted on reverse.

Appointments can be obtained by contacting vendor at one of the following:

Website: www.L1Enrollment.com or the **Call Center:** 877-472-6915

Contributor Agency Section:

ORI: NY922130Z Contributor NYS Office of Children & Family Services

Job or License Type: Child Day Care Foster Care/Adoption Mentor
 OCFS Employee (employee / peace officer – *please circle one*)

Facility/Agency ID Number: _____ Additional Agency ID Info: _____
(FOSTER CARE/ADOPTION ONLY)

Facility Name/Address: _____

Applicant Section: New Submission Resubmission

Name of Applicant: _____

Alias / Maiden Name: _____

Street Address: _____

City, State, & Zip: _____

Date of Birth: _____ Sex: Male Female Other Ethnicity: Hispanic Non Hispanic

Race: White Black American Indian/Alaskan Native Asian/Pacific Islander
 Other Unknown

Skin Tone: _____ Eye Color: _____ Hair Color: _____

Height: _____ ft _____ in Weight: _____ lbs.

State / Country of Birth: _____

Role of Applicant (please check one):

CHILD DAY CARE: Director Provider Employee/Teacher/Volunteer Household Member over 18 yrs

FOSTER CARE: Foster Parent Relative Foster Parent Household Member over 18 yrs
 Foster Child

ADOPTION: Adoptive Parent Household Member over 18 yrs

Additional Information: (Foster Care Only)

CONNECTIONS Home Resource ID# _____

CONNECTIONS Person ID# _____

Accepted Forms of Identification:

NOTE: Applicant ***MUST*** present two (2) forms of ID, at least one of which must have a photo (see Column A):

Column A - Valid Photo Identification:

U.S. Passport (unexpired or expired)
Permanent Resident Card
Alien Registration Receipt Card
Unexpired Foreign Passport
Driver's License or Photo ID Card
(issued by U.S. State or Territory)
School or College ID Card (with photo)
Unexpired Employment Authorization
with photo (Form I-766, I-688, I-688A or B)
Photo ID Card issued by federal, state, or local govt.

Column B - Valid Supplementary Identification:

Voter registration card
U.S. Military card or draft record
Military dependent's ID card
Coast Guard Merchant Mariner Card
Native American Tribal Document
Canadian Driver's License
U.S. Social Security Card
Original or certified copy of a Birth Certificate
issued by authorized U.S. agency with official seal
Certification of Birth Abroad (issued by U.S.
Department of State)
U.S. Citizen ID Card (Form I-7)

Identification if under 18 and nothing else available:

School record or report card
Clinic, doctor, or hospital record

Enrollment Website address: www.L1Enrollment.com

Call Center phone number: 877-472-6915

SOLICITUD DE SERVICIOS DE IMPRESIONES DIGITALES
Formulario Informativo*(Para ser completado por el Proveedor(a) o la Agencia de Cuidado de Crianza/Adopción)***Información sobre la inscripción:**

El solicitante debe tener una cita para que se le tomen las impresiones digitales. A la cita, el solicitante deberá traer este formulario e identificación aceptable, según se indica en el reverso.

Las citas pueden obtenerse contactando al vendedor usando los medios siguientes:

Portal: www.L1Enrollment.com o **Centro de Llamadas:** 877-472-6915**Sección de la agencia contribuyente:**ORI: NY922130Z Contribuyente NYS Office of Children & Family Services (OCFS)Trabajo o Tipo de Licencia: Cuidado Infantil Diurno Cuidado de Crianza/Adopción Mentor
 Empleado de OCFS (empleado(a) / funcionario de paz – *por favor marque uno*)ID del Establecimiento/Agencia: _____ Info. Adicional de la Agencia: _____
(SOLO CUIDADO DE CRIANZA/ADOPCION)Nombre/Dirección del
Establecimiento: _____**Sección del solicitante:** Nueva presentación Otra presentación

Nombre del Solicitante: _____

Alias / Nombre de Soltero(a): _____

Dirección: _____

Ciudad, Estado y Zona Postal: _____

Fecha de Nacimiento: _____ Sexo: Masculino Femenino Otro Etnicidad: Hispano No HispanoRaza: Blanco Negro Indio Norteamericano/Nativo de Alaska Asiático//Isla del Pacífico
 Otro Desconocido

Tono de Piel: _____ Color de Ojos: _____ Color de Pelo: _____

Altura: _____ pies _____ pulgadas Peso: _____ libras

Estado / País de Nacimiento: _____

Función del solicitante (marque uno):**Cuidado infantil diurno:** Director(a) Proveedor(a) Empleado(a)/Profesor(a)/Voluntario(a)
 Miembro del hogar mayor de 18 años de edad**Cuidado de crianza:** Padre/Madre de Crianza Pariente del Padre/Madre de Crianza
 Miembro del hogar mayor de 18 años de edad Niño(a) de Crianza**Adopción:** Padre/Madre Adoptivo(a) Miembro del hogar mayor de 18 años de edad**Información adicional:** (Sólo para Cuidado de Crianza)

ID del Recurso del Hogar- CONNECTIONS _____

ID de la Persona- CONNECTIONS _____

Formas de identificación aceptables:

NOTA: Los solicitantes **DEBEN** presentar dos (2) formas de identificación (ID), y por lo menos una debe tener una foto (vea la Columna A):

Columna A – Identificación válida con foto:

Pasaporte de EE.UU. (actual o expirado)
Tarjeta de residente permanente
Recibo de tarjeta de inscripción como extranjero
Pasaporte extranjero actual
Licencia de manejo o tarjeta de ID con foto
(emitida por un estado o territorio de EE.UU.)
Tarjeta de ID de escuela o universidad (con foto)
Autorización de empleo actual con foto (Formulario I-766, I-688, I-688A o B)
Tarjeta de ID con foto, emitida por el gobierno federal, estatal o local

Columna B – Identificación válida suplementaria:

Tarjeta de inscripción para votar
Récord de reclutamiento o tarjeta militar de EE.UU.
Tarjeta de ID de un dependiente de militar
Tarjeta de mercante marítimo del servicio costanero
Documento de una tribu nativo norteamericana
Licencia de manejo canadiense
Tarjeta del Seguro Social de EE.UU.
Certificado de nacimiento original o copia certificada emitida por una agencia de EE.UU con sello oficial
Certificación de nacimiento extranjero (emitido por el Departamento de Estado de EE.UU.)
Tarjeta de ciudadanía de EE.UU. (Formulario I-7)

Identificación si la persona es menor de 18 años de edad y lo indicado anteriormente no está disponible:

Registro escolar o informe de rendimiento
Registro de clínica, médico u hospital

Dirección del portal para inscribirse: www.L1Enrollment.com

Número de teléfono del Centro de Llamadas: 877-472-6915