

**DHHS/OFFICE OF LEGAL SERVICES, CHILD CARE LICENSING UNIT**129 PLEASANT STREET, CONCORD, NH 03301  
Telephone 1-800-852-3345 Extension 9025 or 603-271-9025**EMPLOYMENT ELIGIBILITY CARD APPLICATION**

Please complete **ONLY** the section of this application that pertains to your request, ensuring that it is completed fully in ink, and legible. Incomplete or illegible forms will be returned to the applicant for completion, which will delay the process. All signatures must be original. Photocopies of the signed form will **NOT** be accepted. See instructions on page 2 for an explanation of each section.

**EMPLOYEES NAME AND MAILING ADDRESS MUST BE COMPLETE OR THIS FORM WILL NOT BE ACCEPTED**

|                                    |                |
|------------------------------------|----------------|
| _____                              | _____          |
| First Name                         | Last Name      |
| _____                              |                |
| Mailing Address (PO Box or Street) |                |
| _____                              | _____          |
| City                               | State Zip Code |

**FOR OFFICE USE ONLY** \_\_\_\_\_ Enclosed is your employment eligibility card. This card is the property of the employee and is to be retained by you for child care employment purposes. You should provide a **COPY** of this card to your employer upon request/hire.

Per 170-E:7 IV-a., after the department has made a determination that an individual required to complete a criminal record check under paragraph 170-E:7, I does not pose a present threat to the safety of children, the department may issue a child care employment eligibility card, which shall be valid for 5 years provided that no disqualifying convictions are subsequently submitted, and the individual remains eligible as described in subparagraph 170-E:7 II-a(b). The state may require additional background checks to be completed based upon conviction information submitted.

**FIRST CARD (\$50.00 Fee)**

ALL Previous Last Names: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Name of Program: \_\_\_\_\_ Program Lic. #: \_\_\_\_\_

**RENEWAL CARD (\$50.00 Fee)**

ALL Previous Last Names: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Name of Program: \_\_\_\_\_ Program Lic. #: \_\_\_\_\_  
Child Care Eligibility Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**REPLACEMENT CARD (\$15.00 Fee)**

ALL Previous Last Names: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Name of Program: \_\_\_\_\_ Program Lic. #: \_\_\_\_\_  
Child Care Eligibility Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

\*Include payment payable to: **Child Care Licensing Unit**

**My signature below certifies I am the individual listed above and the information provided is true.**

Signature: \_\_\_\_\_

*Signed under penalty of unsworn falsification pursuant to RSA 641:3*

Date: \_\_\_\_\_

Effective: 11/2017

**FIRST, determine if you are required to apply for an Employment Eligibility Card at this time; then read each option below carefully to determine which section on page 1 best fits your need. Please complete ONLY the section of this application that pertains to your request.**

***BOTH pages of this form must be printed and filled out in order to make your submission complete.***

Employment Eligibility Card Applications are to be completed by the **employee**. ALL employment eligibility cards are the property of the employee and will be mailed directly to the employee via the mailing address provided on page 1 of this application. A COPY of the card shall be in the employees file at the program and be available for review by licensing staff.

**Who is required to obtain an employment eligibility card?** Anyone 18 years of age or older in one of the following roles: center directors who do not own their programs; all child care personnel working with children who are employed by the program; family child care workers; and family child care assistants. **EXCEPTION:** Those individuals listed above are NOT required to obtain a card if they completed a background check through DHHS (i.e. Foster Care, Bureau of Child Development and Head Start Collaboration, CCLU) prior to October 1, 2017 and are working for the same licensee at the time they renew their background check.

**Am I required to apply for an Employment Eligibility Card now?**

Did you complete a fingerprint based background check AFTER January 1, 2018?

NO – STOP, DO NOT apply for an Employment Eligibility Card

YES – Are you still working for the same child care program you were working for before October 1, 2017?

- o YES – STOP, DO NOT apply for an Employment Eligibility Card
- o NO – Complete page 1 AND fill in the blanks below to indicate when and where you completed your fingerprint based background check

Date Completed: \_\_\_\_\_ Location (i.e.: Manchester DMV, Lebanon PD): \_\_\_\_\_

**NOTE:** If you have left employment from the program you have answered YES to above, but have not worked in any other child care since leaving, have not been separated from employment from that program for more than 180 days AND are returning to the same program to work then STOP, DO NOT apply for an Employment Eligibility Card.

**What section of this application do you complete?**

- The 'First Card' section if you have never had an Employment Eligibility Card;
- The 'Renewal Card' section if you have an Employment Eligibility Card that is expiring – **please include your current card number**; or
- The 'Replacement Card' section if you have misplaced your card.

If you are currently working in a licensed child care program, your fingerprints are due to expire and you have never applied for a card then you will complete the 'First Card' section of the application. The fee required is \$50.00.

Once printed submit the following *directly* to the Child Care Licensing Unit, 129 Pleasant Street, Concord, NH 03301:

- **Household and Personnel Form** (CCLU 1-B) (ensure that this form is completed in its entirety AND notarized);
- **Employment Eligibility Card Application** (CCLU 1-C); AND
- a check made payable to **Child Care Licensing Unit** for \$50.00.

**Fingerprints completed more than five years ago and your card is expiring?** If you are currently working in a licensed child care program, have been issued a card, and your fingerprints are due to expire then you will complete the 'Renewal Card' section of the application. The fee required is \$50.00.

Once printed submit the following *directly* to the Child Care Licensing Unit, 129 Pleasant Street, Concord, NH 03301:

- **Household and Personnel Form** (CCLU 1-B) (ensure that this form is completed in its entirety AND notarized);
- **Employment Eligibility Card Application** (CCLU 1-C); AND
- a check made payable to **Child Care Licensing Unit** for \$50.00.

**Misplaced your employment eligibility card?** If you have misplaced your card AND you have not been separated from employment from a NH child care provider for more than 180 days then you will complete the 'Replacement Card' section of the application. The fee required is \$15.00.

Submit the following *directly* to the Child Care Licensing Unit, 129 Pleasant Street, Concord, NH 03301:

- **Employment Eligibility Card Application** (CCLU 1-C); AND
- a check for made payable to **Child Care Licensing Unit** for \$15.00.

**Have you been separated from employment from a child care provider within the state for more than 180 days?**

**NO** - then follow the instructions listed above that fits your need.

**YES** - then you must, PRIOR to beginning employment in a licensed child care program, complete the entire background check process. Individuals CANNOT begin working until all information noted in #3 on the Criminal History Record Information Authorization form (CCLU 1-A) is completed, and submitted to State Police.

Instructions Revised 08/2018

**KEEP COPIES OF ALL DOCUMENTATION FOR YOUR RECORDS**

Please visit <http://www.dhhs.state.nh.us/DHHS/BCCL> for additional information.

If you need clarification or have any questions, we welcome your calls 603-271-9025.