

STEP BY STEP INSTRUCTIONS FOR FEDERAL (FINGERPRINT) BACKGROUND CHECKS ON CAREGIVERS WORKING IN HOME HEALTH, HOSPICE AND PRIVATE CARE.

ALL STATE AND FEDERAL FINGERPRINT BACKGROUND CHECKS MUST BE RAN ONLINE THRU ARKANSAS STATE POLICE (ASP). (PAYMENTS WILL BE PROCESSED THROUGH YOUR INA ACCOUNTS)

EMPLOYER:

- **YOU MUST RUN A STATE CHECK BEFORE YOU CAN RUN A FEDERAL CHECK (YOU ARE ONLY REQUIRED / ALLOWED TO RUN FEDERAL CHECKS IF THE CAREGIVER HAS NOT LIVED CONTINUOUSLY IN THE STATE OF ARKANSAS FOR THE LAST 5 YEARS).**
- **YOU ONLY HAVE 10 DAYS TO REQUEST A FEDERAL FROM THE TIME THE STATE CHECK HAS BEEN RAN, OTHERWISE YOU WILL HAVE TO RERUN THE STATE CHECK.**

APPLICANT:

- Completes Health Facility Services Background Check Application
- Retains page 1 (Notification) from the Health Facility Services Background Check Application
- Returns page 2 & 3 to employer after completion, these need to be scanned in because you will upload them into the ASP system when you request the federal background online.

EMPLOYER:

- Log into your Arkansas State Police online account to process criminal background checks to request a federal background. You will be prompted when to upload the scanned in documents mentioned earlier.
- At the end of the on-line process of requesting the federal background check you will see a transaction number that is a nine-digit number that starts with DOH, that is the transaction number that the applicant needs when they go to the harvester to get fingerprinted.
- Applicant goes to any fingerprint harvester (there is a list on ASP website under fingerprinting) and gets electronic prints taken, the harvester sends them electronically straight to ASP.
- The federal results will be pulled at ADH and a letter of determination will be mailed to you.

REMINDER: If the Health Facility Services background check application is not uploaded into ASP system when the federal background is requested, the results will not be processed. If for some reason you have problems uploading the forms, you can call our office at 501-661-2201.