

# Child Care Background Investigation Checklist

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## Mandated Regulations

1. **Public Law 101-630 - Indian Child Protection and Family Violence Prevention Act – Character Investigations, as amended**
2. **Code of Federal Regulations 25 Part 63 –Indian Child Protection and Family Violence Prevention**
3. **Public Law 101-647 - Crime Control Act of 1990, Employee Background Checks**

## Investigation Requirements

- Local law enforcement checks for: All residences and places of work listed by subject for the last 5 years at the State, all County OR County/local search, Tribal Court search (when applicable).
- State criminal history repository: Search for all states of residences and places of work listed by subject for the last 5 years.
- FBI Fingerprint check results: Results from a minimum of the last six months.
- Credit Report (results from a minimum of last six months).
- Employment Verification: (Inquiries conducted for the last 5 years of employment). All employers listed in the subject's employment history must be contacted to verify employment. If employment is unable to be verified, documentation must be included to show that the attempt to verify employment.
- Employee Supervisor Interview: Conduct interviews for all employers listed in the subject's employment history, or documentation showing three attempts were made to conduct the interview.
- Education (highest degree claimed) Verification: (if applicable) or documentation showing verification was made.
- Personal References: At least three personal references.