

Alaska Background Check Program (BCP)

Basic Instructions for submitting a fingerprint based criminal history application

The BCP processes fingerprint-based criminal history checks for individuals associated with licensed, certified and/or approved entities under the authority of DHSS or are otherwise eligible to receive payments from the Department. If you are attempting to obtain a background check for teacher certification, nurse licensure, a concealed weapon permit or for any other purpose outside of working or volunteering in an entity licensed, certified, and/or approved by DHSS, please contact the agency(s) who issue such permits, certifications, and licenses to determine the correct procedure for obtaining your background checks.

INSTRUCTIONS: (Please read all instructions before entering a background check application)

If you are an individual applicant who would like to complete the background check process for association with an entity and you are NOT applying to be a licensed, certified, and/or approved entity, you may follow the **Applicant Initiated** process. Please note: Applicant Initiated applications and any provider applications connecting to In-Process Applicant Initiated applications are not offered the opportunity for Provisional Authorization for employment. A determination on your background check application will not be made until fingerprint results are obtained by the BCP. If you believe you may need the ability to be hired provisionally, please ensure your potential employer enters your initial application under their provider account (starting with step #4 of the New Provider process below).

If you are applying to be a licensed, certified, and/or approved entity, please follow the **New Provider** process below. If you are a child care provider and you want the Child Care Program Office to pay for the fingerprint processing fees on your application, DO NOT follow the Applicant Initiated process. Follow the **New Provider** process.

Applicant Initiated:

1. Go to <https://nabcs.dhss.alaska.gov>
2. Enter your myAlaska username and password. If you do not have one, click the New User: Register for a myAlaska Account before proceeding.
3. Once logged in to myAlaska, go to Services for Individuals and go to the Alaska Background Check System link. Please have your credit or debit card available prior to beginning your application. You will be required to pay all fees at the time of completing your application. Please note once fees are paid on an application, they cannot be refunded or transferred to a different application.
4. Enter your application information as requested by the system. Ensure you click 'next' on each screen.
5. You will be required to submit a set of fingerprints to the BCP within 30 days of the date of application. Please note the cost charged by a fingerprint vendor to take your prints is in addition to the application and processing fees charged by the Alaska Background Check Program (BCP). A list of known fingerprint vendors is available at the end of the application submission process.
6. Submit your application using the submit button.
7. Print the Fingerprint Authorization form on the application confirmation page. Ensure you submit your prints to the BCP no later than 30 days from the date you submit your application. **Prints must be received by the BCP within this timeframe or you will be required to begin the process again including repayment of fees.** Please ensure you allow time for mail to be processed and obtained by the BCP.

New Provider:

1. Go to the Division Oversight Agency (Child Care Program Office, Office of Children's Services - Foster Care, Residential Licensing, Health Facilities Licensing, etc.) to begin the application process with the appropriate agency.
2. The Division Oversight Agency will ask you for your Facility information as well as your myAlaska username information. Please be sure to have all information available. The Division Oversight Agency will send a New Provider Facility request form to the BCP.
3. Once the BCP creates the provider and user accounts, you will receive a notice via email

that your account is ready and available for use.

4. To enter applications for background checks, go to: <https://nabcsprovider.dhss.alaska.gov>.
5. Enter the application information as requested by the system. Ensure you click 'next' on each screen.
6. Submit the application using the submit button.
7. The application confirmation page will tell you if fingerprints are required by the BCP. Please note the cost charged by a fingerprint vendor to take prints is in addition to the application and processing fees charged by the BCP. A list of known fingerprint vendors is available from the Application Confirmation page.
8. If fingerprints are needed, please ensure to print the Fingerprint Authorization form on the application confirmation page. Ensure the submission of fingerprint to the BCP no later than 30 days from the date the application was submitted. **Prints must be received by the BCP within this timeframe or you will be required to begin the process again including repayment of fees.** Please ensure you allow time for mail to be processed and obtained by the BCP.
9. Please ensure all fees are paid within 30 days of the submission of your application.

Please note fees paid to the BCP are non-refundable. If you have questions regarding fees due, please contact the BCP prior to making a payment at: BCUnit@alaska.gov or via telephone at (907) 334-4475.

If you need more detailed information regarding the submission of applications, please go to the background check program website at <http://dhss.alaska.gov/dhcs/Pages/cl/bgcheck/default.aspx>. You will find a number of helpful guides and forms. You may also contact the BCP at (907)334-4475.