

## CONFIRMATION OF FINGERPRINT SUBMISSION Central Suitability Office (CSO)

The Crime Control Act of 1990 – Public Law 101-647 mandates the requirement for statewide criminal history background searches on individuals who are seeking a position which involves having direct contact with children. A statewide criminal history search is requested in all states where a subject has listed residency. The requests are made for any state the Subject has lived in for the past 5 years (do not include states lived in before the age of 16). Due to this mandated search, OPM has a process in place to handle these types of requests.

### Disclaimer / Instructions

In February 2017, the Office of Personnel Management (OPM) will no longer be sending paper/email notifications for missing information or state fingerprints for child care investigations. Incomplete investigations will be made unacceptable after 14 days. Fingerprints not submitted per the OPM guidance will result in investigations being terminated and/or discontinued by OPM.

To reduce the number of returns for action, HROs must confirm to the CSO the submission of state fingerprints in accordance with the OPM Childcare Agency Guide. Confirmation of Fingerprint Submission must be provided on Gateway 2.0 (G2) for the CSO to review and submit an applicant's Electronic Questionnaire for Investigative Purposes (e-QIP).

**REQUIRED ACTION:** Complete this worksheet and upload to G2 when the applicant's e-QIP is ready for CSO review.

### SECTION I. APPLICANT INFORMATION

**NAME** (Last Name, First Name M.I.)

**REGION/INSTALLATION**

**POSITION CATEGORY**

**INVESTIGATION TYPE**

**LIST THE STATES WHERE THE APPLICANT HAS LIVED IN THE PAST 5 YEARS** (Do not include states lived in before the age of 16)

### SECTION II. FINGERPRINT & DOCUMENT SUBMISSION

The states below have additional fingerprint requirements. Please check the box for each state identified in Section I to confirm that ALL fingerprints and documents have been submitted in accordance with OPM guidance.

State Fingerprint submission guidance can be found in the OPM Childcare Agency Guide, available in the CSO G2 HRO Resources library: <https://g2.cnrc.navy.mil/ca/cso/Documents/HRO%20Resources>. The required forms for each state can be found in the NP2 portal (<https://apollo.opm.gov>). Please log in and navigate to: **Public Library > Childcare Investigations Documents > State Forms**. If you do not have access to the NP2 portal, please contact CSO at [CSO.fct@navy.mil](mailto:CSO.fct@navy.mil).

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> <b>AL</b> – AL Request Form; OPM Release; Photo ID | <input type="checkbox"/> <b>IN</b> – IN Police Criminal History Form                     | <input type="checkbox"/> <b>MT</b> – SF87 or FD258   | <input type="checkbox"/> <b>OH</b> – OH State Fingerprint Card; OH Request Form         |
| <input type="checkbox"/> <b>AK</b> – SF87 or FD258                          | <input type="checkbox"/> <b>IA</b> – IA State Criminal History Record Check Request Form | <input type="checkbox"/> <b>NV</b> – SF87 or FD258; OPM Release  | <input type="checkbox"/> <b>RI</b> – RI Request Form; Photo ID; OPM Release             |
| <input type="checkbox"/> <b>AR</b> – AR Request Form; OPM Release           | <input type="checkbox"/> <b>KS</b> – SF87 or FD258                                       | <input type="checkbox"/> <b>NH</b> – NH Request Form; OPM Release  | <input type="checkbox"/> <b>SD</b> – SD Request Form; SF87 or FD258; OPM Release        |
| <input type="checkbox"/> <b>CA</b> – SF87 or FD258                          | <input type="checkbox"/> <b>KY</b> – KY Request Form; OPM Release                        | <input type="checkbox"/> <b>NJ</b> – SF87 or FD258   | <input type="checkbox"/> <b>TN</b> – SF87 or FD258; TN Request Auth & Notification Form |
| <input type="checkbox"/> <b>CO</b> – SF87 or FD258                          | <input type="checkbox"/> <b>MI</b> – SF87 or FD258                                       | <input type="checkbox"/> <b>NM</b> – NM Request Form; OPM Release  | <input type="checkbox"/> <b>TX</b> – SF87 or FD258; TX Consent & Authorization Form     |
| <input type="checkbox"/> <b>DE</b> – SF87 or FD258; OPM Release             | <input type="checkbox"/> <b>MN</b> – MN Request Form                                     | <input type="checkbox"/> <b>NY</b> – SF87 or FD258<br><small>[OPM returns IdentOGO enrollment form for applicant signature after fingerprint card processing.]</small> | <input type="checkbox"/> <b>UT</b> – SF87 or FD258; OPM Release                         |
| <input type="checkbox"/> <b>ID</b> – SF87 or FD258                          | <input type="checkbox"/> <b>MS</b> – OPM Release; State or Photo ID; MS Request Form     | <input type="checkbox"/> <b>NC</b> – SF87 or FD258   | <input type="checkbox"/> <b>WV</b> – SF87 or FD258                                      |
| <input type="checkbox"/> <b>IL</b> – IL State Fingerprint Card; OPM Release | <input type="checkbox"/> <b>MO</b> – SF87 or FD258; OPM Release                          | <input type="checkbox"/> <b>ND</b> – OPM Release   | <input type="checkbox"/> <b>WY</b> – SF87 or FD258 (2 copies); OPM Release              |

No additional state fingerprints/documents are required for: AZ, CT, DC, FL, GA, HI, LA (no SCHRs available), ME, MD, MA, NE, OK, OR, PA, SC, VT, VA, WA, or WI.

### SECTION III. CERTIFICATION

I certify that all fingerprints and documents have been submitted in accordance with OPM guidance for each state the applicant has lived in the past 5 years (not to include States lived in before the age of 16).

**HR POINT OF CONTACT (POC) NAME**

**HR POC SIGNATURE**

**DATE** (MM/DD/YYYY)