

# Household Members/Staff of Family Child Care Homes

## Instructions for Creating an Account and Completing a Background Check

### Introducing BCIS

The Background Check Information System (BCIS) is a tool to help you submit required information to OEC. It dramatically streamlines the process of getting a background check for Family Child Care Providers, their household members, and staff.

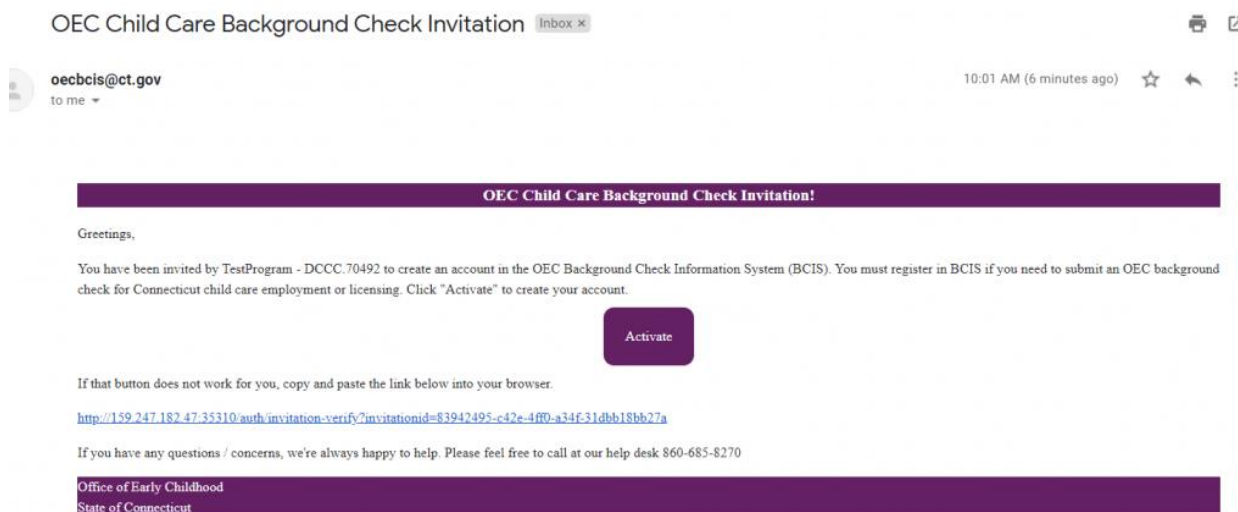
#### Before you begin

Make sure to use an up-to-date browser like Chrome, Edge, Firefox, or Safari with BCIS. Note that BCIS will **not** work with Microsoft Internet Explorer. Microsoft has officially retired Internet Explorer — it's no longer updated or supported.

#### 1. Check your email for an invitation to create an account

The Family Child Care provider will send you an invite to the FCC licenses BCIS Roster.

When you receive this email click on the ACTIVATE button.



The email will come from [oecbcis@ct.gov](mailto:oecbcis@ct.gov) and have the subject line “BCIS Account.” Click the “Activate” button to create your account.

If you don't get the email, check with your FCC Provider.

## 2. Create your account

Once you follow the link, you'll enter your email address, create a password, and click Register

Registration screen

CT OEC BCIS

**BCIS Account Registration**

Invitation code  
83942495-c42e-4ff0-a34f-31dbb18bb27a

Phone

Email

Show Password Detail

Password

0 / 30

- contains at least one lower character
- contains at least one upper character
- contains at least one digit character
- contains at least one special character
- contains at least 12 characters

Confirm Password

Register Go to Login

**BCIS Account Registration**

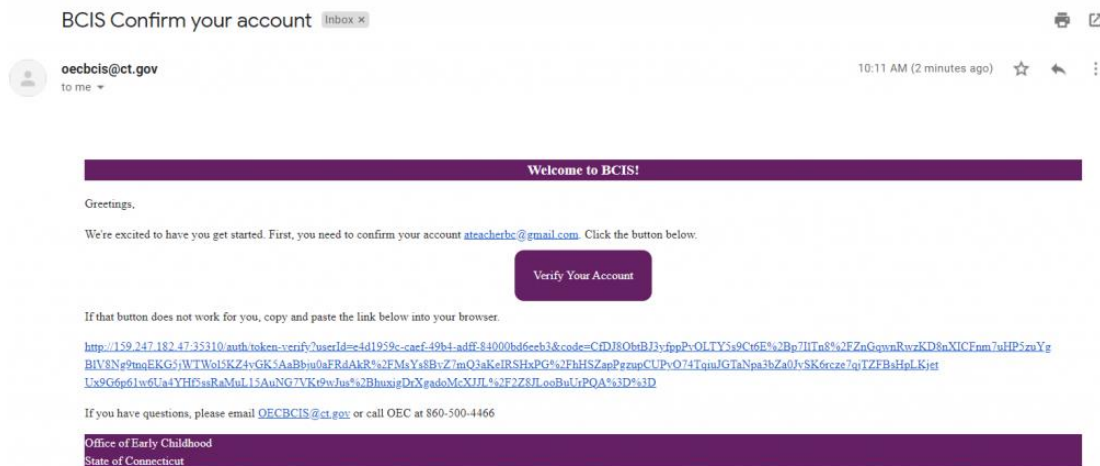
A **valid e-mail address** is required to use this service.

If you are already registered, go to the [log in screen](#).

Once you have registered, please check your e-mail inbox for the **account verification e-mail**. You will not be able to use your account until verification is completed.

Then check your email again. You should see an email from oecbcis@ct.gov with the subject "BCIS Confirm your account." Open that email and click the button to "verify your account."

## Example of the second email to verify your account



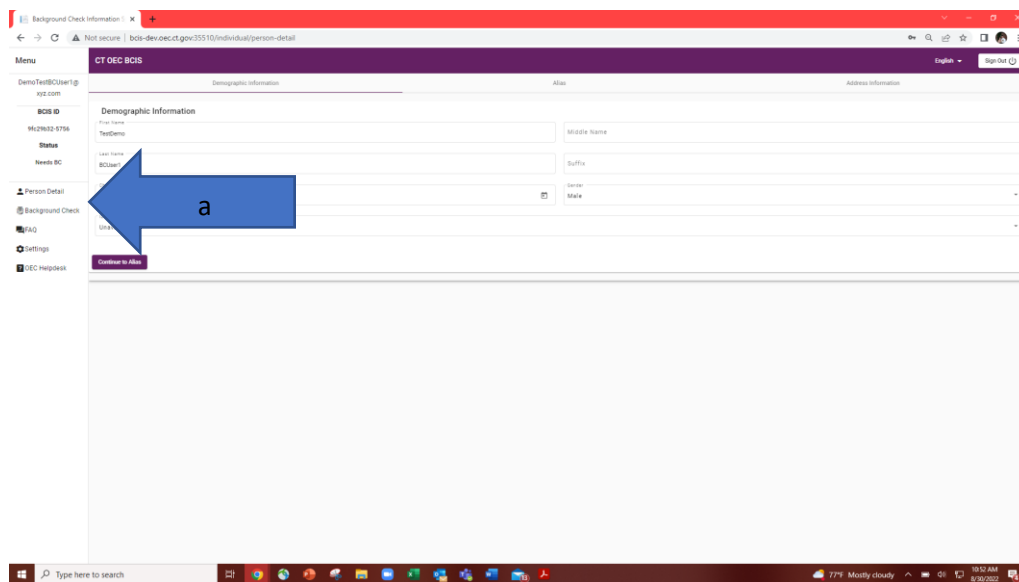
Now, you can login with the password you created. You'll be asked to confirm your date of birth for security purposes. Your account has now been created. You will use this log in information anytime you receive an email about completing a background check or the Family Child Care Provider requests you to update information in your background check.

## How do I get a background check?

When it is time for you to obtain or renew your background check, your FCC provider will send you a REQUEST BACKGROUND CHECK email, using BCIS. Once you receive this email, please log in and follow the steps below to complete your background check:

### Please take the following steps to complete your background check:

1. First you will need to make sure that your demographics and address history are up to date. This is done by:
  - a. Clicking on the PERSON DETAIL image on the left-hand side.



- b. Update and Confirm:
      - i. First Name
      - ii. Last Name
      - iii. Date of Birth
      - iv. Gender
      - v. ID Type (You may choose your SSN, Unavailable or ITIN)
    - c. Once you verify your demographics click the purple SAVE button.

- d. This will bring you to the alias page. Please enter any other names you may have used. When done click on the purple **CONTINUE TO ADDRESS** button.

### Alias Information

Add Any Name Changes, Maiden Names, Aliases, Also Known As (AKA), etc...

If the individual has used any other name legally (not nicknames), add that name (including both first and last name) below, then click "Add" to confirm. Repeat to add additional aliases or any other name the individual has used legally.

- e. This brings you to the Address History tab. Under the Address Tab you will enter — or confirm — the addresses you have lived for during the last **5 years (60 months)**. **IMPORTANT**, if you do not enter the required 5 years/60 months of address history your background check will be delayed, this will delay your start date. There is a built-in calculator, and it must read AT LEAST 60 months for your background check to be completed. (See blue arrow below). When finished please click the purple UPDATE BUTTON.

Background Check Information x +

Not secure | bcis-dev.oec.ct.gov:35510/individual/person-detail

Menu CT OEC BCIS English Sign Out

DemoTestBCUser1@xyz.com

BCIS ID 9fc29b32-5756

Status Needs BC

Person Detail Background Check FAQ Settings OEC Helpdesk

Demographic Information Alias Address Information

**Address Information**

Please enter your address information, including all the places where you have lived for at least the past five years. Enter your current address first, then use the ADD button to enter former addresses. You must enter 5 years of address history with no gap in time to proceed with your background check. Once you have added the address history for past 5 years, please click the background check button to submit the required forms.

You currently entered 78 months

Is this address outside of US

☐ Yes

☒ No

Address Line 1

Address Line 2

City / Town

State Zip Code

☐ Current Address

Start Date End Date

2/1/2016

Back to Alias Start a Background Check

Address Line 1	Address Line 2	City	State	Zip Code	Start Date - End Date
addressline1		ellington	CT	06029	Feb 1, 2016 - Current

2. Next you will click on the purple START A BACKGROUND CHECK button to begin your background check.

Background Check Information x +

Not secure | bcis-dev.oec.ct.gov:35510/individual/person-detail

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You currently entered 78 months

Is this address outside of US

☐ Yes

☒ No

Address Line 1

Address Line 2

City / Town

State Zip Code

☐ Current Address

Start Date End Date

2/1/2016

Clear Add Back to Alias Start a Background Check

Address Line 1	Address Line 2	City	State	Zip Code	Start Date - End Date
addressline1		ellington	CT	06029	Feb 1, 2016 - Current

3. This will take you to the beginning of the background check process. Please review the terms and conditions and click the box that indicates that you have reviewed the terms and conditions and hit Next

Background Check Information : x

← → Not secure | 159.247.182.47/35310/individual/background-check

Menu

CT OEC BCIS

English Sign Out

jill.marini@ct.gov

BCIS ID

326dc620-694a

Status

Person Detail

Background Check

Program

Roster

Certify

FAQ

Settings

OEC Helpdesk

1 Terms and Conditions

Terms and Conditions

- You are now accessing the OEC Background Check Information System (BCIS) in order to submit the information needed to complete your background check pursuant to Connecticut Law.
- Any unauthorized use of this system is prohibited.
- The data you access in this system as an individual user is solely your own. If you have accessed any other data in error, stop immediately and contact your employer and OEC to report this error.
- To complete your background check, you must submit 1) Authorization for Release of Information from DCF, 2) FBI Privacy Notices, 3) Fingerprints, 4) CCRIS Applicant Tracking Number
- You must enter five full years of address history
- If you have lived in any state outside of Connecticut in the past five years, you may be contacted to provide additional information that is required to complete background checks in that state.
- Be sure all demographic information is entered correctly, including the correct spelling of your full legal name, any alias or other name you have used legally, and your correct date of birth

☐ I have read and agree to the Terms and Conditions

Next

2 DCF Form

3 FBI Privacy Notices

4 Fingerprint Submission

5 Digital Fingerprint Appointment

Type here to search

84°F Mostly sunny 3:33 PM 8/29/2022

4. Then read and Authorize the DCF Check by clicking on the authorization box and entering your name and today's date. Then click NEXT

Background Check Information : x

← → Not secure | 159.247.182.47/35310/individual/background-check

Menu

CT OEC BCIS

English Sign Out

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BCIS ID

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Status

Person Detail

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FAQ

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OEC Helpdesk

1 Terms and Conditions

2 DCF Form

Authorization for Release of Information from DCF

NOTE: This form must be authorized by each person who is required to complete a child care- or youth camp-related background check through the Office of Early Childhood. Check the OEC website for more information.

I do hereby authorize the Connecticut Department of Children and Families (DCF) to research their records for any and all information concerning charges, findings, dispositions, etc., relating to child abuse and/or neglect, in which I have been named, and to release this information in whole to the Office of Early Childhood (OEC) for the purpose of completing a comprehensive background check. I further authorize the OEC to release any final DCF substantiations of abuse or neglect which resulted in my placement on the central registry to the Director/Operator or other designee of a child care facility for purposes of determining my eligibility for employment, OR assessing my household environment based on an individual 16 years of age or older who resides in my household that is used as a family child care home. I release the DCF and OEC from all liability for any damages I may incur, which may result from the release or use of this information. I submit the information below to assist DCF in their research. This release is valid for a term of five years from the date of signature unless rescinded in writing.

☒ I do hereby Authorize

Full Name

Test

Today's Date

8/29/2022

Back Next

3 FBI Privacy Notices

4 Fingerprint Submission

5 Digital Fingerprint Appointment

Type here to search

84°F Mostly sunny 3:34 PM 8/29/2022

5. Then you will review the FBI Privacy Act Statement and click the Attest box, enter your name and today's date. Then Click Next

The screenshot shows the 'Background Check Information' page. On the left is a 'Menu' with links like 'Person Detail', 'Background Check', 'Program', 'Roster', 'Certify', 'FAQ', 'OEC Helpdesk', and 'Settings'. The main content area displays the 'FBI Privacy Act Statement'. A blue arrow points to the checkbox labeled 'I attest that I have read the "FBI Privacy Act Statement", "Agency Privacy Requirements for Noncriminal Justice Applicants", and "Noncriminal Justice Applicant's Privacy Rights" above and agree to the terms thereof for using my fingerprints to complete an Office of Early Childhood background check.' Another blue arrow points to the 'Full Name' text field containing 'test'. A third blue arrow points to the 'Today's Date' field containing '8/29/2022'. A fourth blue arrow points to the 'Next' button at the bottom of the form.

6. Next you will select the Child Care Facility Type Role: OEC Family Child Care from the drop-down menu.

The top screenshot shows the 'Fingerprint Submission' section. A blue arrow points to the 'Child Care Facility Type/Role' dropdown menu. Below it, the 'How would you like to complete your fingerprint' section has three radio button options: 'Digital fingerprints at 2-1-1 Child Care (Strongly recommended by OEC)', 'Digital fingerprints at a police department/CT State Police Troop', and '2-1-1 Child Care Fingerprints already submitted/scheduled'. The bottom screenshot shows the same page with the dropdown menu expanded. A blue arrow points to the 'OEC Family Child Care' option in the list.

7. Next you will write down the OEC Family Child Care Service Code **9096-9C91** because you will need it on the next screen. Once you have done this, please click on the purple box **CCHRS WEBSITE**. This will take you to the site where you will pre-enroll for fingerprinting. **If you skip this step, you will not be able to obtain digital fingerprints.**

Menu

jill.manni@ct.gov

BCIS ID

326dc620-694a

Status

Person Detail

Background Check

Program

Roster

Certify

FAQ

CT OEC BCIS

English Sign Out

Terms and Conditions

DCF Form

FBI Privacy Notices

Fingerprint Submission

**Fingerprint Submission**

OEC encourages providers to use 2-1-1 Child Care digital fingerprinting. It's easy, free and more convenient.

You will need to pre-enroll in the CT Criminal History Request System (CCHRS). Please select an agency type to get your code

Child Care Facility Type/Rule

OEC Family Child Care

If you are not sure which Child Care Facility Type to select, please check with your employer.

Your service code is 9096-9C91. Please go to **CCHRS website**.

After you pre-enroll, you will see your Applicant Tracking Number on the confirmation page, you will also receive an email.

You will need to enter your Applicant Tracking Number in the field below.

Applicant Tracking Number

How would you like to complete your fingerprint

☒ Digital fingerprints at 2-1-1 Child Care (Strongly recommended by OEC)

This option is free and much faster by than other options for fingerprint submission.

☐ Digital fingerprints at a police department/CT State Police Troop

☐ 2-1-1 Child Care Fingerprints already submitted/scheduled

8. BCIS will remind you to write down the service code you will need to pre-enroll for fingerprints. If you are confident, you have the code ready click, Acknowledge.

Menu

jill.manni@ct.gov

BCIS ID

326dc620-694a

Status

Person Detail

Background Check

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FBI Privacy Notices

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You will need to enter your Applicant Tracking Number in the field below.

Applicant Tracking Number

How would you like to complete your fingerprint

☒ Digital fingerprints at 2-1-1 Child Care (Strongly recommended by OEC)

This option is free and much faster by than other options for fingerprint submission.

☐ Digital fingerprints at a police department/CT State Police Troop

☐ 2-1-1 Child Care Fingerprints already submitted/scheduled

Back Next

Digital Fingerprint Appointment

**Background Check**

Please make note of this Service Code, it will be needed as you move onto the next step, the CCHRS Pre-Enrollment. Once you complete the Pre-Enrollment please make note of the Applicant Tracking Number provided to you. This number will be associated with the fingerprint option of your choice and will be used to track your fingerprints. You will need to return to this page once you have obtained an Applicant Tracking Number from CCHRS and enter it below.

Cancel Acknowledge



9. This will take you to the CCHRS Website. Once you arrive you will enter the OEC Service Code **9096-9C91** for OEC Family Child Care

Connecticut Criminal History Request System  
**PreEnrollment**

Welcome to the Connecticut Criminal History Request System (CCHRS) Your use of this site implies that you are submitting a pre-enrollment request for a fingerprint-based criminal history check for an authorized recipient within the State of Connecticut.

**Pre Enrollment**  
The agency (or entity) that is asking you to be fingerprinted should have given you a 'Service Code'. Please enter that code here:

NOTE: If you have a CCHRS account, you can sign in here.

CCIRS37M  
Version: 10.0.4.3

10. Once you have entered the Service Code, Click Submit Service Code.

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The agency (or entity) that is asking you to be fingerprinted should have given you a 'Service Code'. Please enter that code here:

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CCIRS37M  
Version: 10.0.4.3

11. If your screen displays the OEC Family Child Care Service Code click the YES button.

Connecticut Criminal History Request System  
**PreEnrollment**

Please confirm the below information is correct.

Information for Service Code  
**9096-9C91**

Agency: Office of Early Childhood (OEC) CT920405Z  
Agency ID: CT920405Z  
Applicant Type: OEC Family Child Care Employee

Does the above look correct?

CCIRS37M  
Version: 10.0.4.3

12. Please fill out the Pre-Enrollment form. You are only required to fill out the **TEAL** blocks, you may leave the green blocks empty.

The screenshot shows the 'PreEnrollment' form in the Connecticut Criminal History Request System. The form is titled 'Pre Enrollment' and is for the 'Office of Early Childhood (OEC) / OEC Family Child Care Employee'. It includes a note: 'NOTE: Please make sure all mandatory fields are completed (mandatory fields are in bold with asterisk \* & blue highlight)'. The form contains several sections with fields for personal information, contact information, and residence. Fields are color-coded: teal for mandatory and green for optional. The fields include: Last Name\*, First Name\*, Middle Name, Suffix, DOB\*, SSN, Sex\*, Race\*, Height (ft/in), Weight\*, Eye Color\*, Hair Color\*, Place of Birth\*, Country of Origin, Miscellaneous Identifying Number (MIDN) Number, Contact Information (Address, Phone, Email Address\*, Email Confirmation\*), and Residence (House Number).

13. Once you have populated all the TEAL blocks, scroll to the bottom, and click on **SUBMIT MY PRE-ENROLLMENT**

This screenshot shows the bottom portion of the Pre-Enrollment form. It includes sections for 'Emergency Contact' (First Name, Middle Name, Last Name, Suffix, Phone), 'Emergency Contact Address' (Address Street, Address City, Address State, Address Zip/Postal Code), 'Naturalization' (Location, Date), and 'Previous Conviction' (Ever Convicted, Conviction Date, Conviction Place, Conviction Court, Conviction Offense). At the bottom right, there is a blue arrow pointing to the 'Submit Pre-Enrollment' button. The version number 'CCRS07M Version: 10.0.4.3' is visible at the bottom.

14. If you have done it correctly, you will receive a success message. It is important that you note the Applicant Tracking Number, you will need to enter it into BCIS and to schedule your fingerprinting appointment. It will always begin with the current year and the letter 'T' followed by seven numbers. An email confirmation will be sent to the email address you used to pre-enroll.

The screenshot shows the success message page. It features the Connecticut Criminal History Request System logo and the title 'PreEnrollment'. A red banner states: 'SUCCESS: Your Pre-Enrollment has been submitted.' Below this, a message reads: 'You will receive an email from the CCHRS system that provides your Applicant Tracking Number and barcode below. You MUST PRINT either this page or the email and take that print out with you to get your fingerprints taken. You will need this information at the time fingerprints are taken.' The Applicant Tracking Number is displayed as '21T003' with a blue arrow pointing to it. Below the number is a barcode. At the bottom, it says 'It is required to have the applicant tracking number (above) at the time of fingerprinting. Submission date/time: 10/06/2021 10:37'. The footer includes 'Start a new request | I am DONE. end this session'.

15. You will now go back to BCIS and enter the Applicant Tracking Number into the ATN line. You will also select how you will obtain your prints:
- If you select Digital prints, it will allow you to schedule a fingerprint appointment right from BCIS (please see Step 16), click NEXT to go to Step 16.
  - If you choose to obtain your digital prints at a police station, please click this box, hit NEXT, and it will complete your process.
  - If you choose an already scheduled 211 one site, this means that you are working with a Family Childcare network to schedule your prints, select this box, hit NEXT and it will complete your process.

The screenshot shows a web browser window with the URL <https://192.249.182.47/2010/individual/background-check>. The page is titled "Fingerprint Submission" and includes a sidebar menu with options like "Person Detail", "Background Check", "Program", "Router", "Certify", "FAQ", "Settings", and "OEC Helpdesk". The main content area contains instructions for fingerprint submission, a dropdown menu for "OEC Care Facility Type" (set to "OEC Family Child Care"), and a section titled "How would you like to complete your fingerprint?". This section has three radio button options: "Digital fingerprints at 2-1-1 Child Care (Strongly recommended by OEC)", "Digital fingerprints at a police department/CT State Police Troop", and "2-1-1 Child Care Fingerprints already submitted/scheduled". The first option is selected. Below these options are "Back" and "Next" buttons. A blue arrow points from the left towards the "Next" button, and another blue arrow points from the right towards the "Applicant Tracking Number" field, which contains the value "2271234567".

16. If you choose to schedule your own prints at a 211 location, you will be redirected to the next page where you can schedule your appointment.
- You will select the location you would like to use from the drop-down menu. Then you will select Family Child Care Home as the Reason.
  - In the LIVE session if there are available appointments at the location you have chosen, they will appear.
  - If there are no available appointments at your location of choice, you may have to choose another location. Once you have made your choice click SUBMIT.

The screenshot shows the 'CT OEC BCIS' web application. The left sidebar contains a 'Menu' with links: 'Person Detail', 'Background Check', 'Program', 'Roster', 'Certify', 'FAQ', 'Settings', and 'OEC Helpdesk'. The main content area has a progress bar with steps: 'Terms and Conditions', 'DCF Form', 'FBI Privacy Notices', 'Fingerprint Submission', and 'Digital Fingerprint Appointment' (the current step). Below the progress bar is the 'Schedule Information' section. It contains two dropdown menus: 'Select a Location' (showing 'New Haven - Hope Child Development Center, 81 Olive St, New Haven CT 06511') and 'Reason For Fingerprinting for particular candidate' (showing 'Family Child Care Home'). A red error message below the location dropdown reads: 'No available date found choose a different location'. At the bottom of the form is a 'Submit' button. Three blue arrows are overlaid on the image: one pointing down to the location dropdown, one pointing down to the reason dropdown, and one pointing left to the submit button.

17. Once you complete your fingerprints and OEC receives notification of favorable results the results they will be entered into your profile and your status should update to CURRENT.