

Guide to Fingerprinting & Background Checks

A new federal regulation is being implemented that results in our regular assist parents being fingerprinted before volunteering in the classroom. In order to comply with these regulations TCCP is **requiring** that at least one family member (the one who will be assisting the most often) register and become fully background checked. The following information details the steps to complete the background check. If the background check fee is a hardship for your family, please contact our President, Sarah Antosiak (tccp.president@gmail.com or 231-946-3950) NO LATER THAN Friday, September 16th to discuss options.

Step 1: Complete the Michigan Child Care Background Check - Consent & Disclosure Form (forms are also available at TCCP) **This form must be returned to TCCP before your child can begin school.**

Step 2: TCCP will submit this information & email you a “fingerprinting request form”

- Follow instructions from the “fingerprinting request form” email and schedule your fingerprinting appointment by visiting <https://mi.ibtfingerprint.com>. For assistance with scheduling, you may contact Identogo at (866) 226-2952
- Payment can be made online by credit card when scheduling. You can also pay on site with a business check, cashier’s check, -money orders or pre-established MorphoTrust billing account. **The fee is around \$66.**
- Print confirmation page and take it with you to the fingerprinting appointment with an acceptable form of identification. (preferred ID types: unexpired state issues driver’s license, identification card with photo issued by a Federal or Michigan Government Agency).

Step 3: Print confirmation page and take it with you to the fingerprinting appointment with an acceptable form of identification. (preferred ID types: unexpired state issues driver’s license, identification card with photo issued by a Federal or Michigan Government Agency).

Step 4: Identogo will provide you with a receipt confirming that fingerprints were submitted. You will need to return the receipt and this page to TCCP

****Fingerprinting MUST occur within 30 calendar days from the date of initial request**

**** If you believe you have already completed and submitted fingerprinting to TCCP within the last year, please confirm with our Secretary at: tccpsecretary@gmail.com**