

Pre-K Employees

Setting up an NCID, applying for a Fingerprint Submission Release of Information, getting fingerprinted at the Sheriff's Department and getting your Qualification Letter.

Setting up an NCID

- Go to this website: <https://ncid.nc.gov/idmdash/>
- Click on **Register**
- Choose: **Individual** (*Left side of screen – Blue Boxes*)
- Add information into each required space
- Click **Continue**

BE SURE TO WRITE DOWN YOUR USER ID AND PASSWORD

Your NCID has been set up.

- Complete Security Setup Questions in the next step.

BE SURE TO WRITE DOWN THE SECURITY QUESTIONS AND ANSWERS

- CLICK **SAVE ANSWERS**

Applying for a Fingerprint Submission Release of Information

- Go to: <https://ncchildcarecbc.nc.gov/login>
- Log in with your NCID Username and Password
- Add information into each required space.
- Click/agree with all three paragraphs and clicking NEXT.
- Verify that all the information entered is accurate.
- Pay the \$26.50 to process your Criminal Background Check application.
- Print the 3-4 page CBC Application document is titled Fingerprint Submission Release of Information.
(DO NOT Sign and date until at the Sheriff's Department.)

Getting Fingerprinted

Call Caldwell County Sheriff's Department (828-754-1518) to set up a fingerprinting appointment, Monday through Friday between 8:30am – 3:30pm. At the time of your appointment:

- Take your Fingerprint Submission Release of Information and your Driver License to the Sheriff's Department at the time of your appointment.
- Fingerprinting costs may be paid by cash, check or credit card. (\$7.00 for Caldwell County residents, \$15 out of county residents, based on the address on your driver license.)
- Check your fingerprint card to be sure the information is accurate before signing/dating.
- Both you and the employee at the Sheriff's Dept. who fingerprints you must sign/date the fingerprint card and the Fingerprint Submission Release of Information.
- Make a copy for yourself of the Fingerprint Submission Release of Information and the fingerprint card.
- Mail the original Fingerprint Submission Release of Information and the original fingerprint card to the address on the bottom of that document.

Getting Your Qualification Letter

Your CBC Qualification Letter will come to you via email several weeks later. The email will contain a link which you will access with your NCID in order to print your Qualification letter.

A copy of the Qualification Letter must be provided to the Pre-K and CCS Human Resources Departments before hiring is complete.