

Department of Human Services
INSTRUCTIONS FOR USE OF FORM HS-3299,
Criminal Background Check Transfer

1. Purpose of the form

When an applicant requests to move from one agency to another within ninety (90) days of fingerprinting, the applicant will use this form to transfer their background check results to the new agency.

2. When it is used

When an applicant has fingerprinted for another child care agency within the last 90 days and then applies at another child care agency.

3. Who completes the form

Child care providers

4. An explanation of what goes into any field that is not clearly self-explanatory or any additional information needed to process this form (e.g. routing, processing etc.)

Applicants or the child care agency where the applicant is applying can route this form directly to the Criminal Background Check Unit, or it can go to their Program Evaluator who will then route it to the Criminal Background Check Unit.

5. Who needs the original and where should it be filed

Child Care Licensing, then Investigations

6. Who needs a copy and where should it be filed

N/A

7. Length of time the form must be maintained after the service is rendered/case closed

8. 5 years – RDA 2341