



### New Employee Paperwork background check instructions

1. Register for your criminal background check online by following the link below. Bring receipt of payment to add to your first payroll report to be reimbursed for this expense.

<http://tinyurl.com/RenaissanceBackgroundCheck>

2. Register for your fingerprint scan by:

- Completing these two forms, attached:
  - Electronic Fingerprint Submission Release of Information
  - Applicant Information
- Take the two forms along with a photo ID and \$15 to Wake Detention Center 3301 Hammond Road, Raleigh, 27603 (across street from State Employees Credit Union).

3. Fill out the purple bubble sheet with a pencil.

4. Mail your two forms, bubble sheet and receipt from the link above in an envelope marked with a large "E" and "Confidential" to: DHHS Criminal Record Check Unit, Child Care Team, DOCD Electronic Process, 2201 Mail Service Center, 319 Chapanoke Road, Suite 120, Raleigh, NC 27699-2201