



**DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES (DPHSS)  
 DIVISION OF CHILDREN'S WELLNESS  
 BUREAU OF CHILD CARE SERVICES (BCCS)  
 Child Care Assistance Program  
 www.guamchildcare.com  
 671-735-7344 / 7256**



**CONSENT FOR DISCLOSURE OF CLIENT INFORMATION**

As stipulated in Guam Public Law 31-73 and as required by Federal law, 45 C.F.R. § 98.43, all adults (18 years and older) residing in the location where child care services are being provided, those employed by a child care provider for compensation, contracted employees and self-employed child care providers, and those who care for, supervise, or have unsupervised access to children are subject to a comprehensive background check. This consent shall be effective immediately and shall remain in effect for a duration not to exceed ninety days. A separate **CONSENT FOR DISCLOSURE OF CLIENT INFORMATION** form shall be submitted for every adult present where child care services are conducted.

PURPOSE OR NEED FOR DISCLOSURE	
<ul style="list-style-type: none"> <li>National Sex Offender Registry</li> <li>Local Sex Offender Registry</li> <li>Guam Child Abuse and Neglect Registry</li> <li>National FBI Criminal History Check (Fingerprint)</li> </ul>	<ul style="list-style-type: none"> <li>Virtual Computerized Criminal History</li> <li>General (Internet) Google Search</li> <li>Other: _____</li> <li>Other: _____</li> </ul>

INFORMATION REQUIRED TO PROCESS A COMPREHENSIVE BACKGROUND CHECK			
First Name	Middle Name	Last Name	
Other Known Alias	Date of Birth	Race/Ethnicity	Military Service Member? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Current Address on Guam:</b>		<input type="checkbox"/> check box if currently residing outside of Guam	
Current Address	Village	State	Zip Code

**Previous Address Within the Last Five Years:**

Previous Address
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**Previous Address Outside of Guam Within the Last Five Years:**

Previous Address
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NAME OF PROGRAM OR ORGANIZATION TO RECEIVE INFORMATION	
Requesting Organization:	Department of Public Health and Social Services, Bureau of Child Care Services
Email Address:	<a href="mailto:childcare@dphss.guam.gov">childcare@dphss.guam.gov</a>
Mailing Address:	130 University Drive Unit 15, Mangilao Guam 96913
Contact Number:	(671) 735-7344; (671) 735-7256
By signing this authorization form, I give my permission and consent to the Bureau of Child Care Services (BCCS) to obtain and review records of criminal history to prove the eligibility requirements are satisfied as required by law.	
Signature of Client/Parent/Guardian:	Date:

\*\*\*\*\*FOR OFFICAL USE ONLY\*\*\*\*\*

Authorized BCCS Personnel	Signature	Date
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**The client may revoke this Consent for Disclosure of Client Information at any time by completing the following:**  
 I HEREBY REVOKE CONSENT FOR DISCLOSURE OF THE INFORMATION TO THE DPHSS-BCCS AS OF: \_\_\_\_\_

Signature of Client/Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



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Background check requirements are applicable to licensed, regulated, and registered child care providers, and current & prospective child care staff members. Refusal to submit to the background check requirements will result in ineligibility to be employed as a child care provider and receive CCDF payments. Child care facilities or child placement agents shall not employ or certify any individual who has been found guilty of any disqualifying crime. Applicants may appeal the results of a background check to challenge the accuracy or completeness of the information contained in the report.

## HOW TO APPEAL AGAINST FINDINGS

Request to appeal should be directed to the agency of jurisdiction. Contact the Child Care Licensing section for information regarding the appeals process.

<b>Guam Criminal History Report and/or Office of the Attorney General Clearance</b>	Guam Police Department or Office of Attorney General
<b>Guam Sex Offender Registry</b>	Judiciary of Guam
<b>Guam Child Abuse and Neglect Registry</b>	DPHSS-BOSSA, Child Protective Services
<b>General Internet Search</b>	DPHSS-BCCS
<b>National Criminal History Check (FBI Finger Print Check) and NCIC National Sex Offender Registry Check</b>	FBI at <a href="https://www.edo.cjis.gov">https://www.edo.cjis.gov</a>
Appeals related to <b>Interstate Background Checks</b> and/or Child Abuse and Neglect Registry Checks	Filed subject to the providing state's requirements.
<b>Navy Criminal Investigation Section</b>	Navy-Marine Corps Court of Criminal Appeals

<b>DISQUALIFYING CRIMES</b> [45 CFR 98.43(c)(1)]		
List of disqualifying crimes that may make a person unsuitable to own, conduct, maintain, operate, or be employed by a child care center, group child care home, family child care home, or by any license or license-exempt CCDF certified child care provider.		
<b>Misdemeanors</b>	<b>Felonies</b>	
Child abuse	Murder	Child Abuse or Neglect
Child endangerment	Spousal Abuse	Arson
Sexual assault	Kidnapping	Physical Assault or Battery
Misdemeanor involving child pornography	Crime against children, including pornography	Drug-related offense
	Rape or sexual assault	

*BCCS shall notify the applicant about their eligibility to be CCDF certified*

<b>F A Q</b>	<b>How do I receive a copy of any records found?</b> Any individual subject to a background check may receive a copy of any records found on any of the registries or databases by submitting a written request. If the results of any information found on any registry is incorrect, the individual(s) subject to the background checks shall contact the registry to appeal such errors.
	<b>What if there was a charge that has been dismissed or expunged?</b> Please send the court documents that show the charge information, including the date of the charge and the charge status being dismissed or expunged to our office email: <a href="mailto:childcare@dphss.guam.gov">childcare@dphss.guam.gov</a> , and BCCS shall validate this information.
	<b>What happens if a new charge or conviction occurs after being qualified?</b> All child care providers and household members who have incurred any pending charges, indictments, or convictions must notify BCCS within 10 business days or before returning to work, whichever comes first. An individual will be disqualified to work in providing child care if any of the disqualifying crimes are committed.
	<b>What is required for applicants who lived outside of Guam within the last 5 years?</b> Applicants who have lived out of Guam within the last 5 years is subject to undergo a criminal history report and a child abuse and neglect registry check from the states they have lived in.
	<b>When will the applicant be issued the CCDF Provider Certification?</b> A CCDF Provider Certification will be issued upon validation of documentation and successful completion of the preliminary requirements to include but not limited to: undergo a preliminary facility inspection, criminal history background check, and pre-service orientation of health and safety standards.