

# RECORD CHECK EVALUATION PROCESS FOR SING (IOWA) AND NATIONAL FINGERPRINT RESULTS

(Updated June 28, 2018)

**STEP 1:** Conduct the SING (Iowa) check prior to hire and the FBI National Fingerprint Check within 30 days of start date.

- a) If there is no criminal record found and there is no further research required of the Child Abuse or Dependent Adult Abuse Registry, you may proceed with hiring based on record check results.
- b) If the transgression(s) found has/have already been evaluated, proceed to the section on the next page titled "Previously Evaluated Transgressions".\*
- c) If the results of the SING check include **criminal history** and/or "further research is required" of the **Child Abuse Registry** or if the results of the national **fingerprint** check show additional transgressions that have not been evaluated based on the SING results, proceed as follows from **STEP 2.\*\***

**\*\* If you receive a message that further research is required of the **Dependent Adult Abuse Registry**, submit Form 470-3301 (included below) to the Central Abuse Registry and you will be notified if an evaluation is required. For questions or clarification, please contact [recordcheckevals@dhs.state.ia.us](mailto:recordcheckevals@dhs.state.ia.us).**

**STEP 2:** The director will complete Section A of Form 470-2310, "Agency/Provider/Person Requesting Evaluation."

**STEP 3:** The applicant will complete Part B in black ink with a written signature and date. The applicant will need to complete Part D explaining each transgression in detail.

**Note:** If the person has multiple transgressions, she/he needs to complete a separate page 2 for each transgression including any possible founded child abuse. Please help them be thorough and complete. If they have evidence of how they've changed their behavior, encourage them to include additional documents.

**STEP 4:** The director must obtain the responses from the applicant and submit a complete record check evaluation packet in ONE PDF attachment by email to [recordcheckevals@dhs.state.ia.us](mailto:recordcheckevals@dhs.state.ia.us) or by fax to **515-564-4034**.

*[If you must send by mail, the address is: DHS Record Check Evaluations, PO Box 4826, Des Moines, Iowa 50305.]*

## **Evaluation packet checklist:**

- The completed Record Check Evaluation Form (470-2310)
- Any additional letters of reference or correspondence that demonstrate rehabilitative efforts and/or stability
- Authorization for Release of Child & Dependent Adult Abuse Information (470-3301)
- SING Printout
- Form S Criminal Results with RAP sheet (DCI printout)
- National fingerprint check results with a record found
  - If different than or in addition to SING results that were already evaluated  
*(proof of SING check must also be included.)*

**STEP 5:** The centralized record check committee will evaluate and return the decision to you by fax. If you do not supply a fax number, the decision will be mailed to you.

**NOTE:** If you are notified that additional documentation is required for the evaluation, you must resubmit the entire packet including the additional documentation requested.

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If you have questions, contact Record Check Evaluations by email at [recordcheckevals@dhs.state.ia.us](mailto:recordcheckevals@dhs.state.ia.us) or by phone at 515-362-7420.

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**\*Previously Evaluated Transgressions:**

If you have an employee who has been employed at your center since their last record check and there is no new transgression on a subsequent SING or national fingerprint check, keep all SING/fingerprint results in the file as evidence of you conducting the renewal record checks [SING every 2 years and fingerprints every 4 years).

If you have an applicant who says they were evaluated while at a different child care related job and can provide you a copy of their previous record check evaluation, they may begin work immediately pending the new record check results. You still have to conduct your own background check and submit the new results for evaluation. If they are not able to produce their prior evaluation, the applicant may not begin work until the new record check evaluation is completed with a decision of approval.

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109.6(6)c. Iowa records checks. Checks and evaluations of Iowa child abuse and criminal records, including the sex offender registry, shall be completed **before** the person's involvement with child care at the center.

109.6(6)d. National criminal history checks. If the results of the Iowa records checks do not warrant prohibition of the person's involvement with child care or otherwise present protective concerns, the person may be involved with child care on a provisional basis until the national criminal history check and evaluation have been completed.