

For Criminal Checks with the Oregon State Police

Reason:

Child care subsidies shall be applicable for providers that are:

1. a child care division certified child care program;
2. a day care facility specifically excluded from certification by the law;
3. a child care division registered or AFS listed family day care providers;
or
4. in-home providers who:
 - a) live outside of the eligible student's home and
 - b) are not parents or guardians of that child and
 - c) have undergone Child Care Division or Criminal Background check.

Cost:

\$10.00

Timeline:

This process should take 2 weeks.

Steps:

1. Submit a letter saying the following:

I would like a background check/open records check on:

[Full Name]

[Date of Birth]

[Last known address]

NOTE: If you are getting a background check on more than 1 provider, you need to write each providers' information on a separate sheet of paper.

Please send the results to you:

[Your Name]

[Your Address]

*If you have questions for the state police please call them at (503) 378-3070.

Send letter and check to:

Oregon State Police

Unit 11

PO Box 4395

Portland, OR 97208-4395

2. Please note the person whom you are checking on will be notified of the check. In the event of a record, the person will have a chance to respond.
3. You will receive the results in letter/report form from the Oregon State Police through the mail.
4. In order to receive your reimbursement you will need to bring the letter and the report that you received from the Oregon State Police to Child Care Subsidy in the ASUO Office (Suite 4, EMU).