



Background Checks:

Requirements

All Host Families and Coaches must submit the following. Family Friends who will have contact with child without child's parent must also submit.

1. Maine Child Abuse Records Researches - CARS/CPS (\$15/per person)
2. FBI/SBI Background Check(\$39/per person) OR
 - a. Copy of DoE clearance

Your FBI/SBI checks take up to 2 weeks for results to be filed. You will NOT be able to serve as a host until we have your report on file.

Packet Content

1. Maine Child Abuse Records Researches (Maine CAR's)
 - a. Apply online following instructions highlighted in YELLOW. You will need a credit card or e-check. ANY Questions contact Maine@safefamilies.net or your church SFFC Ministry Leader
2. FBI/SBI Background Check
 - a. Maine VECHS Waiver – Each applicant must sign and return to SFFC **PRIOR** to scheduling appointment. Once it is in the mail or emailed to SFFC, you may schedule your appointment
 - b. MEVECHS Instructions –
 - i. Apply online for an appointment. **You will need a credit card to apply.** Please contact your ministry lead OR SFFC if you need help with this requirement.

MEVECHS Instructions

Go to: <https://me.ibtfingerprint.com/>



Maine

Fingerprinting & Enrollment Services

For Licensing, Certification or Employment requirements in Maine

For New Appointments

To schedule a new appointment, click the green button below. We will ask you for the information needed to schedule and process your background check.

Schedule a New Appointment

To Change an Existing Appointment

To reschedule or cancel your appointment, we need to lookup your registration. Please choose one of the below methods to locate your record.

Registration ID (REGID)

Email Address

For Fingerprint Rejection Notices

To schedule your retake appointment, we need to lookup your registration. Please choose one of the below methods to locate your record.

Transaction Control Referral (TCR)

For new appointments please click on GREEN box. There are options to reschedule an appointment and set up to be re-fingerprinted due to rejection.

Application Details

Please select the agency from the below list.

Agency Name

If you have any questions MorphoTrust USA at (855) 667-7422.

- Please choose an item from the list. ---
- Please choose an item from the list. ---
- Bureau of Revenue Services
- Department of Education
- DHHS/Adam Walsh - Foster Parent
- District Courts - Adoption
- MAINE SBI NCPA/VCA**
- Private Industry Applicants
- Probate Courts - Adoption
- Serve America Act
- VISA Applicant

Your agency should select the Maine SBI NCPA/VCA to register under the MEVECHS program. Once you have selected you must press GO button.

MEVECHS Instructions

Confirm Agency

This will require that a search of Maine and/or FBI records be conducted and you will be charged accordingly. If you are not sure that this is the license type that you will be applying for or whether you are the qualifier of the business, please contact your agency requesting clarification.

Please be aware that if you select the wrong agency and a change is required to be made at a later date, you will be required to pay the applicable fees again.

Please confirm your agency is MAINE SBI NCPA/VCA.

(By selecting No, you will be returned to the previous screen to make another choice. Selecting Yes will continue on.)

no

yes

Registrant will need to select YES if this is the correct fingerprint type.

Application Details

VECHS Agency	--- Please choose an item from the list. --- ▼
Applicant Type	--- Please choose an item from the list. ---
Go Back	Maine Conservation Corps Medical Care Development Inc Penquis C.A.P. Inc Promise Early Education Center RSU 14 System Real Americorp Southern Maine Agency on Aging Spectrum Generations Goodwill Industries of N. New England Learning Works Safe Families for Children The Opportunity Alliance

VECHS Agency	--- Please choose an item from the list. --- ▼
Applicant Type	--- Please choose an item from the list. --- ▼
Go Back	--- Please choose an item from the list. --- Employee Volunteer

MEVECHS Instructions

Registrant needs to select whether they are an employee or volunteer and press GO.

**Please make sure that they have been told which way to register as auditors will frown on improper use.

Appointment Details

If you are using assistive technology (such as a screen reader) or have problems using the scheduler below, please follow this link to our alternative appointment scheduler.

[<-- Return to Start](#)

[Pay for Ink Card Submission](#)

Enter a zip code to determine the closest fingerprinting location.

[go](#)

or

Please choose the region you will be in for your identification appointment.

Maine

[go](#)



**Click here
for a map
of Maine**

Client will now navigate through the appointment screens to determine location, date and time to be fingerprinted.

**All the screens are not shown for this process.

Applicant Information

Instructions

Items marked with an * are required. A red exclamation mark will appear to the right of any field that has an error. Click on the exclamation mark for a description of the error.

Applicant Name

Prefix ▼	First Name * <input type="text"/>	Middle Name <input type="text"/>	Last Name * <input type="text"/>	Suffix ▼
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Applicant Alias or Maiden Name

Prefix ▼	First Name <input type="text"/>	Middle Name <input type="text"/>	Last Name <input type="text"/>	Suffix ▼
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[Add Alias \(up to 5\)](#)

Applicant Mailing Address

Number * <input type="text"/>	Direction ▼	Street Name * <input type="text"/>	
Unit Designator ▼			
Country * United States ▼	City * <input type="text"/>	State * ▼	Zip Code * <input type="text"/>

Methods of Contact

Phone 1 * ###-###-#### <input type="text"/>	Phone 1 Type * ▼	Phone 2 ###-###-#### <input type="text"/>	Phone 2 Type ▼
Email <input type="text"/>	Confirm Email <input type="text"/>		

Client will then enter their personal information including address, contact information, and descriptors.

They will then have a confirmation screen to review all their information.

Next will be the payment screens in which a credit card payment is needed. Once payment is done a confirmation screen should appear. If an e-mail address is given then an e-mail will be sent to the registrant on their appointment specifics.