

South Carolina Department of Social Services

DSS Form 1706 - Child Care and Development Block Grant (CCDBG) Act Criminal Background Check Questionnaire Instructions

DSS Form 1706 should be submitted using the Online Provider Portal by the employee/potential employee preceding (**immediately before**) registering for fingerprinting services through IdentoGo.

To access the DSS Provider Portal – DSS Form 1706 Background Questionnaire, please copy/paste the link below into your web browser. Once the form has been submitted, you will receive a confirmation email. No further action is required.

<https://providerportal.dss.sc.gov/#/dece/background-checks/introduction>

If you do not have access to a computer/tablet/smart phone, you may access the physical form via the SC Child Care Services website below.

<https://www.scchildcare.org/media/65110/DSS-FORM-1706-Child-Care-and-Development-Block-Grant-Act-MAR-19-003-.pdf>

Once completed, please submit the DSS Form 1706 by US first class mail to:

**SCDSS – Office of Inspector General
1628 Browning Road, Suite 200-2,
Columbia, SC 29210**

Mailing the questionnaire will delay the review process.

Prior to being fingerprinted, the applicant must complete, sign, and date the (paper copies) DSS Forms 1081 - Privacy Rights Notification and 1083 - Privacy Act Statement. The forms must be maintained by the childcare provider and copies must be submitted to your regional licensing specialist.

This is a mandatory requirement of the FBI CJIS Security Policy 6.0.