

DIRECTIONS FOR CRIMINAL HISTORY BACKGROUND CHECK

The process for the criminal history background check through the Oregon Office of Child Care is fairly simple and can be done either online or you may print out a form to complete and mail. Southern Oregon Head Start has graciously agreed to be the agency of record for RCC and SOU students, due to our Lab School relationship.

- Complete the [application process](#) online and pay with a credit or debit card.
- If you need to print out an application and mail it with your payment, scroll down to the bottom of the same page and select:
 - [Print application and mail in payment](#).

Complete the personal information and contact information. Indicate that YES, you are currently associated with a licensed child care program and then that you are currently associated with a Head Start Program. For the Facility information, write in *Southern Oregon Head Start, 1001 Beall Lane/P.O. Box 3697, Central Point. 541-734-5150*. Enter PC33 as the OCC License Number or ID Number. List “**Student**” in the “Employment Position.”

Remember that you will need to include the \$3.00 fee with your application.