

## Criminal History Records Search Fact Sheet

### Minimum Standards the Company the Program Uses to Complete the Criminal Background Check Must Meet

- The company an adult day services program chooses to complete a criminal background check must be one approved by the Administrative Offices of the Courts.
- The North Carolina Administrative Offices of the Courts maintains a list of approved companies on its web site at: <http://www.nccourts.org/>
  1. Once at the North Carolina Court System web page, click on the drop down menu at the top of the page titled, “**QUICK SITE INDEX:**” Select a topic..
  2. Scroll down to the B section of the drop down menu and click on “Background Checks, Criminal”
  3. This will take you to the “Criminal Background Checks” page
  4. Scroll to the bottom of the page and click on [Click for a list](#)
  5. This will open the list of approved agencies

**\*\*NOTE\*\* This list is subject to change. Best Practice would be to review the list before ordering a criminal background check to ensure that the agency is one approved by the North Carolina Administrative Offices of the Courts.**

### Geographical Requirements of the Criminal Background Check

- The criminal background check must be statewide.

**\*\*NOTE\*\* A county wide criminal background check does not meet the minimum Standards for Certification and if is submitted, will have to be re-done and re-submitted.**

### Timeframe Requirements of the Criminal Background Check

- The criminal background check must be for the past five years.

**\*\*NOTE\*\* A criminal background check that was conducted for less than 5 years does not meet the minimum Standards for Certification. If this is submitted, the program will be required to re-do the criminal background check.**