



MUNICIPAL SERVICES DEPARTMENT
OFFICE OF THE CITY CLERK

CITY HALL, 710 E. MULLAN
COEUR D'ALENE, IDAHO 83814
208-769-2229

Childcare Providers/Owners,

This letter is to inform of the new federal and state regulations requiring an Enhanced Background check for everyone *applying for, renewing, a child care* facility and/or provider license every five years. The City of Coeur d' Alene adopted Ordinance No. 3640 on September 10, 2019 to come into compliance with this new regulation. The enclosed handout provides step by step instructions on how to apply for an appointment for fingerprinting the agency ID# is 4832 which you will provide to the IDHW. It is the responsibility of the applicant to provide written documentation of the obtained clearance from the Idaho Department of Health and Welfares Criminal History Unit to the city to obtain an individual license. This requirement also includes all residents over the age of 18 living in a home child care.

Additional, the City of Coeur d' Alene background check will also be completed every five years as part of the licensing process. This requirement also includes all residents over the age of 18 living in a home child care.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Kelley Setters
Deputy City Clerk
Municipal Services Department
ksetters@cdaid.org