



**State Child Abuse Registries**

The Adam Walsh Child Protection and Safety Act requires states to "check any child abuse and neglect registry maintained by the State for information on any prospective foster or adoptive parent and on any other adult living in the home of such a prospective parent, and request any other State in which any such prospective parent or other adult has resided in the preceding 5 years, to enable the State to check any child abuse and neglect registry maintained by such other State for such information, before the prospective foster or adoptive parent may be finally approved for placement of a child" and to "comply with any request described...(above) that is received from another State."

Guidance from the Children's Bureau concerning this legislation is available in ACF Information Memorandum ACYF-CB-IM-06-04, available online at: [http://www.acf.dhhs.gov/programs/cb/laws\\_policies/policy/im/im0604.htm](http://www.acf.dhhs.gov/programs/cb/laws_policies/policy/im/im0604.htm)

Information gathered from the states regarding their registries is provided below. This information is for the use of public child welfare agencies seeking contact information for sister states. For other information about state central registries, see the following:

- State laws mandating the establishment and maintenance of state central registries for child abuse reports are summarized in a Child Welfare Information Gateway document (current through August 2005) located at: [http://www.childwelfare.gov/systemwide/laws\\_policies/statutes/centregall.pdf](http://www.childwelfare.gov/systemwide/laws_policies/statutes/centregall.pdf)
- State laws concerning confidentiality of child abuse records are summarized in a Child Welfare Information Gateway document (current through April 2005) located at: [http://www.childwelfare.gov/systemwide/laws\\_policies/statutes/confideall.pdf](http://www.childwelfare.gov/systemwide/laws_policies/statutes/confideall.pdf)
- The U.S. Department of Health and Human Services prepared the National Study of Child Protective Services Systems and Reform Efforts in 2003. It includes a table on the availability and use of central registries available at that time. Available at: <http://aspe.hhs.gov/hsp/CPS-status03/state-policy03/index.htm>

	<b>Availability</b>	<b>Contact Information</b>	<b>Procedure</b>
Alabama	Yes.	Sue Ash, Supervisor Office of Child Protective Services Department of Human Resources 50 Ripley Street	Central Clearance forms and instructions can be obtained by calling (334) 242-9500. All information is required including the signature of the person being cleared. The signature must also be witnessed. Electronic transmission is not available. Completed forms should be mailed to: Attention: CAN Central Registry Department of Human Resources

	Availability	Contact Information	Procedure
		Montgomery, AL 36130-4000	Office of Child Protective Services 50 Ripley Street Montgomery, AL 36130-4000
Alaska			
Arizona	Yes	AZ Dept. of Economic Security Central Registry, P.O. Box 44240 Phoenix, AZ 85064-4240	Authorized Licensing Agencies and Adoption Agencies may make requests in writing to the address at left. Requests must include the person's name, date of birth, Social Security Number, and all other names known by or used in the past. The signature of the applicant is required. Requests should include any available information on residence address and timeframes of residence within Arizona. Responses will provide only summary information concerning any maltreatment findings. Electronic transmission is not available. For further information, call (602) 364-2732.
Arkansas		Voice # (Central Registry) 501-682-0405  Fax: 501-682-0407 (Attn: V. Williams)	Require a request on state's letterhead and individual's release of information.
California <sup>1</sup>	No	California Department of	<u>California Penal Code Section 11170(d)</u> only permits the Child Protection

<sup>1</sup> California **Citizen Inquiry Requests: California Penal Code Section 11170 (e)** allows any individual to know if his/her name appears on the Child Abuse Central Index. (Cal. Pen. Code, §11170(e)(1).) However, it also provides that "[n]o person or agency shall require or request another person to furnish a copy of a record concerning himself or herself, or notification that a record concerning himself or herself exists or does not exist." (Cal. Pen. Code, §11170(e)(2), emphasis added.) Instructions: Send the Child Protection Program a brief letter asking if your name is on the Child Abuse Central Index (CACI). List all the names you have used; include your date of birth, social security number, driver's license number, and current address; and have your signature notarized. If your name matches with a name in CACI you will be notified of the confirmation within 30 days. If there is no record of your name in CACI, you will receive a response within 10 days.

California: **Requests from Law Enforcement Agencies: California Penal Code Section 11170(d)** allows the California Department of Justice to make available any information maintained in CACI "to out-of-state law enforcement agencies conducting investigations of known or suspected child abuse or neglect only when an agency makes the request for information in writing and on official letterhead, identifying the suspected abuser or victim by name." (Emphasis added.) The statute further specifies: "The request shall be signed by the department supervisor of the requesting law

	Availability	Contact Information	Procedure
		Justice Bureau of Criminal Information and Analysis Child Protection Program P. O. Box 903387 Sacramento, CA 94203- 3870 (916) 227-3285 www.ag.ca.gov 1. Locate Programs and Services 2. Locate Criminal Justice Header 3. Select Child Protection Program	Program to release child abuse information contained in the Child Abuse Central Index to out-of-state law enforcement agencies (in contrast to out-of-state child welfare agencies). The Child Protection Program is currently moving forward with Legislation in support of HR 4472 to allow the release of information to other States in response to a request for out-of-state background check information on a prospective foster or adoptive parent.  <b>California Penal Code Section 11170(e) provides as follows: "(1) Any person may determine if he or she is listed in the Child Abuse Central Index by making a request in writing to the Department of Justice. The request shall be notarized and include the person's name, address, date of birth, and either a social security number or a California identification number. Upon receipt of a notarized request, the Department of Justice shall make available to the requesting person information identifying the date of the report and the submitting agency. The requesting person is responsible for obtaining the investigative report from the submitting agency pursuant to paragraph (11) of subdivision (b) of Section 11167.5. (2) No person or agency shall require or request another person to furnish a copy of a record concerning himself or herself, or notification that a record concerning himself or herself exists or does not exist,</b>

enforcement agency. **The written requests shall cite the out-of-state statute or interstate compact provision that requires that the information contained within these reports shall be disclosed only to law enforcement, prosecutorial entities, or multidisciplinary investigative teams, and shall cite the criminal penalties for unlawful disclosure of any confidential information provided by the requesting state or the applicable interstate compact provision. In the absence of a specified out-of-state statute or interstate compact provision that requires that the information contained within these reports shall be disclosed only to law enforcement, prosecutorial entities, or multidisciplinary investigative teams, and criminal penalties equivalent to the penalties in California for unlawful disclosure, access shall be denied.** (Emphasis added.)

	Availability	Contact Information	Procedure
			<b>pursuant to paragraph (1) of this subdivision.” (Emphasis added.)</b>
Colorado	Yes.	Helen Artz 303 866-7183 Jan Diaz 303 866-7230 Valerie Fresquez 303 866-7925 (Mon. & Tues. only) Rose Estrada, Manager 303 866-7187  BIU, CDHS 3550 W. Oxford Ave. Denver, CO 80236	Request form and information can be accessed from website <a href="http://www.cdhs.state.co.us/ea/RecordsandReports.htm">http://www.cdhs.state.co.us/ea/RecordsandReports.htm</a> .  All information is required, including signature of the person, notary, and authorization to release. This form must be accompanied by a check or money order for \$10.00 made payable to CDHS, BIU. Background checks are completed from the State automated system, which rolled out in April, 2001; anything prior to that would need to be submitted to the county office.
Connecticut	Yes.	DCF Hotline 5th floor 505 Hudson Street Hartford, CT 06106 Fax: 860-560-7072	Requires an authorization of release of information signed and dated by the applicant. The release must include the following information: <ul style="list-style-type: none"> <li>• Purpose of release- employment, adoption, day care, foster care</li> <li>• Full name, clearly printed and spelled</li> <li>• Date of Birth</li> <li>• Address - Include all addresses for the last FIVE years</li> <li>• Social Security Number</li> <li>• Other Names Used - maiden, previous and marriage</li> <li>• Name of Spouse and date of birth</li> <li>• Name &amp; DOB of other adults in home (anyone over age 16)</li> <li>• Name of all children-biological &amp; step and date of birth</li> </ul> Should the release be for the purpose of an in home service, i.e. foster care, each adult in the home must sign the release.  Mail or fax to contact information at left.
Delaware	Yes.	Beth Kramer Criminal History Supervisor Department of Services	A signed release is necessary. Agencies may fax or mail their release. If additional information is needed we will provide the requesting agency with one of our release forms. Requests should state that the information is required to comply with The Adam Walsh Child

	<b>Availability</b>	<b>Contact Information</b>	<b>Procedure</b>
		for Children, Youth and Their Families 1825 Faulkland Road Wilmington, DE 19805 Phone (302) 892-5800 Fax (302) 633-5191 * Do not fax on Wednesday	Protection and Safety Act of 2006. Requests for abuse and neglect checks in accordance with The Adam Walsh Child Protection and Safety Act of 2006 should be sent to the contact at left. Download release form at <a href="http://kids.delaware.gov/information/adamwalsh.shtml">http://kids.delaware.gov/information/adamwalsh.shtml</a>
D.C.			
Florida	Yes	Sandy Pillar 1317 Winewood Blvd. Tallahassee, FL 32399 Phone 850-487-6123 Fax: 850-488-1319	Fax a request on letterhead; Include names and dates of birth of household members. Written release is not necessary.
Georgia			
Hawaii		Cynthia Goss Statewide Section Administrator, CWI, 420 Waiakamilo Rd. #300B Honolulu, Hawaii 96813 Ph. 808-832-0609	Request must be made on state letterhead with identifying information including all aliases. If the requester is a private agency contracted with a state agency, consent by the applicant must be provided. Hawaii does not accept faxed requests.
Idaho	Yes.	Tina Griffin GriffinT2@idhw.state.id.us	Accepts any release of information provided by another state or agency. Not available to the public but with a written release of information, from the individual who is requesting a search, will provide information that states the individual does or does not appear on the registry. With a release of information the results are sent to the individual's prospective employer. Idaho Dept. of Health and Welfare Children & Family Services

	Availability	Contact Information	Procedure
			450 W. State Street, 5th Floor P.O. Box 83720 Boise Idaho 83720-0036
Illinois			
Indiana	No registry.		If a Case Manager or other agency personnel needs to find out if there is a substantiated child abuse case they must contact CPS office and a staff person can research the database (ICWIS) as far back as 1997 to determine if there was a case on file.
Iowa	Yes. Available Monday to Friday, 8 a.m. - 4:30 p.m. CST	Lisa Pinegar Linda Chagoya 515-515-281-5581 (phone) 515-242-6884 (fax)	See CPS policy manual, Section 16(E)-1, available online at: <a href="http://www.dhs.state.ia.us/PolicyAnalysis/PolicyManualPages/PolManual.htm">http://www.dhs.state.ia.us/PolicyAnalysis/PolicyManualPages/PolManual.htm</a>
Kansas	Yes.	Janna Gunckle, LBSW SRS/ Children and Family Services 915 SW Harrison St, 5th Floor South Topeka, KS 66612 <b>JSC@srs.ks.gov</b> Phone: 785/296-5636 Fax: 785/296-0470	These requests should be made in writing and can be received via mail or fax. A signed release is not required for State Child Welfare Agencies. In order to process a request for Central Registry, the following information is required for the person being checked: name; alias, other names used and/or maiden name (if applicable); date of birth; and social security number. Results of the Central Registry request can be mailed or faxed to the State requesting the information. A fee does not apply for State Child Welfare Agencies. The public is not granted access without a signed release. Registry release form can be accessed from public website: <a href="http://www.srskansas.org/CFS/Program%20Descriptions/programs.htm">http://www.srskansas.org/CFS/Program%20Descriptions/programs.htm</a> from this site select Child Abuse and Neglect Central Registry
Kentucky		Department for Community Based Services Records Management Section (502) 564-3834	

	<b>Availability</b>	<b>Contact Information</b>	<b>Procedure</b>
Louisiana			
Maine	Yes	Department of Health and Human Services Office of Child and Family Services Child Protective Intake Unit 11 State House Station 221 State Street Augusta, Maine 04333 Phone: 800-452-1999 Fax: 207-287-5065	Requests are only accepted from Authorized State Agencies, Authorized Licensing Agencies and Authorized Adoption Agencies. Requests must be made in writing and can be received by mail or fax. A signed release is not required. Requests must include person's name, date of birth, and other names known by or used in the past. Requests should also include any available information on Residence Address within Maine and Timeframes of Residence in Maine. Responses will provide only summary information concerning any maltreatment findings.
Maryland			
Massachusetts			
Minnesota	Yes	MN DHS Licensing Division 651-296-3971	Requires an authorization for release of information signed and dated by the individual.
Mississippi			
Missouri			
Montana	Does not have a formal registry; but founded reports of abuse/neglect are recorded and can be accessed by state personnel	Montana Child and Family Services Division Centralized Intake unit P.O. Box 8005 Helena, Montana 59604 Phone: 866-820-5437 Fax: (406)444-4156	To request a background check for foster care/adoption licensing a state should contact the child abuse hotline, see left.
Nebraska	Yes	Suzann Johnson Nebraska Health and Human Services Box 95044	Requests from State or County Child Welfare Agencies require an authorization for release of information on Agency letterhead that is signed, notarized, and dated by foster/adoptive parent applicant. The release must include the following information:

	Availability	Contact Information	Procedure
		Lincoln, NE 68509-5044 Phone: 402-471-9322 Fax: 402-471-9034	<ol style="list-style-type: none"> <li>1. Purpose of release (adoption or foster care ONLY)</li> <li>2. Full name, clearly printed/typed</li> <li>3. Date of birth</li> <li>4. Address - include all addresses for the last FIVE (5) years</li> <li>5. Social Security Number</li> <li>6. Other names used - maiden, previous and married</li> <li>7. Name of spouse and date of birth</li> <li>8. Name and DOB of other individuals in the home over age 16</li> <li>9. Names of all children and the home and DOB</li> </ol>
Nevada	Yes.	Nevada Central Registry Nevada Division of Child & Family Services 711 E. Fifth Street Carson City, NV 89701- 5092  Attn: Sue Lamon (775) 684-4415	<p>A signed release is required from the individual, in order for a person outside the agency to check the Registry. Information regarding CPS substantiation of abuse or neglect on a family (including whether or not a person is on the Registry) is provided, if requested, to other State's social service agencies, foster/adoption agencies, or an employer where children are present.</p> <p>Registry is not available online, and the public is not granted access without a signed release. Requires name, any alias', date of birth, and Social Security Number in order to check Registry. Registry request form can be accessed from public website:  <a href="http://www.dcf.state.nv.us/DCFS_ChildProtSer.htm">http://www.dcf.state.nv.us/DCFS_ChildProtSer.htm</a></p>
New Hampshire	Yes.	NHDCYF Central Registry 129 Pleasant St Concord, NH 03301	Form 2202, Central Registry Name Search Authorization (copy attached)
New Jersey	Yes.	Richard Ferrell Supervisor, CARI Unit 609-826-3906  Gary Sefchik, Chief 609-777-5958	Contact Richard Ferrell or Gary Sefchik at Department of Children and Families, Office of Licensing (left)

	Availability	Contact Information	Procedure
New Mexico	Yes	Loretta Perea CYFD-PS PO Drawer 5160 PERA Room 254 Santa Fe, NM 87502 Fax: 505-476-5490	For checks on prospective foster and adoptive parents ONLY who may have resided in NM within the last five years, by mail or fax to the contact at left: <ul style="list-style-type: none"> <li>• Request on official state letterhead with requesters name, signature, phone, fax and email address</li> <li>• must include applicants signatures on your release of information form (all adults over 18 living in the home)</li> <li>• must include previous addresses and dates of residence in NM</li> <li>• must include applicants social security numbers, dates of birth, previous names and aliases</li> </ul>
New York	No.	State Central Register P.O. Box 4480 Albany, NY 12204	Legislative change is needed to allow NYS to release information to other States in response to a request for a background check of a prospective foster or adoptive parent. Until such legislation is enacted, contact the State Central Register at the address provided. The State Central Register will make available to you the proper forms to allow prospective foster or adoptive parents to authorize your agency to access their records, should any exist, in the State Central Register.
North Carolina <sup>2</sup>	Yes. <sup>3</sup>	Questions regarding the policy may be directed to:	Details regarding the implementation of the provisions require further clarification, such as the method of transmission for the data that is

<sup>2</sup> North Carolina on-line policy manual may be accessed at <http://info.dhhs.state.nc.us/olm/manuals/dss/csm-60/man/index.htm> . Section 1426 addresses the central registry and Section 1427 details the Expunction Process.

<sup>3</sup> N.C.G.S. §7B-311<sup>3</sup> governs North Carolina's central registry of child abuse, neglect and dependency cases, as well as the Responsible Individuals List (RIL) of recent cases of substantiated abuse and serious neglect. The central registry contains historical and statistical data on all children who have been identified as victims of abuse, neglect, dependency or child fatalities. Due process consists of review by the Director of the county Department of Social Services that listed the matter in the central registry. Information contained in the central registry is accessible to in-and out-of-state social service agencies during the provision of child protective services only. The RIL identifies individuals who have been determined to be responsible for the substantiated abuse or serious neglect of a child. Responsible individuals are afforded an opportunity to request expunction from the RIL. The expunction process is the responsible individual's due process and can involve district and appellate courts. Legislation for the expunction process can be found at

	Availability	Contact Information	Procedure
		Family Support and Child Welfare Policy Team Terri T. Reichert, policy consultant (919) 733-4622  Questions regarding the operation of the databases may be directed to: Kate Johnson (919) 733-3801	to be collected and if this will be retroactive. N.C. would require additional legislation to allow dissemination of this type of information.
North Dakota			
Ohio	Yes	Barbara Parker 614-466-9274 (phone) 614-466-0164 (fax)	Information from Ohio's CR can only be provided to other states if they provide a written request on agency letterhead indicating that they are in the process of conducting an assessment/investigation involving the parties. This administrative rule will be changed to comply with the provisions of the new federal legislation, and Ohio will likely develop a standardized form for these types of requests at that time. In the interim, states can fax the request to Ms. Parker and indicate that the information is being requested pursuant to The Adam Walsh Child Protection and Safety Act of 2006.
Oklahoma	No public registry.		By statute: A court order rendered in OK would be required in order for the agency to conduct a search for the purpose of clearing

---

<http://www.ncga.state.nc.us/> N.C.G.S. §7B-320 through §7B-324. As a result of the extensive due process afforded to those whose names appear in the RIL, information is accessible to certain authorized persons for the sole purpose of determining current or prospective employment, or fitness of an individual to provide care for or adopt a child. Authorized persons are administrators of child caring institutions, child placing agencies, group home facilities and other providers of foster care, child care, adoption services, county Departments of Social Services, as well as the Guardian Ad Litem program and other private, public or non-profit agencies that care for children.

	Availability	Contact Information	Procedure
			potential foster or adoptive parents. In the case of prospective adoptive parents who are in the process of adopting a specific child, information may be obtained by directly contacting: Oklahoma Department of Human Services Children & Family Services Division Attention: Adoption Services PO Box 25352 Oklahoma City, OK 73125
Oregon			
Pennsylvania	Yes	Childline and Abuse Registry Department of Public Welfare P.O. Box 8170 Harrisburg, PA 17105-8170 ATTN: Kevin Fisher Telephone: 717-772-6574	Download the Pennsylvania Child Abuse History Clearance Form (CY-113) and follow the instructions for completion. The form can be obtained at <a href="http://www.dpw.state.pa.us/ServicesPrograms/ChildWelfare/003671038.htm">http://www.dpw.state.pa.us/ServicesPrograms/ChildWelfare/003671038.htm</a> . Pennsylvania charges a \$10 fee for processing of the form.
Rhode Island		RI State Central Registry, and Child Abuse Hotline: 1-800-742-4453 1-800 RI CHILD	The SCR is staffed 24 hrs a day, 7 days a week.
South Carolina	Yes.	Jocelyn Goodwin CPS Program Manager SC DSS (803) 898-7318 jgoodwin@dss.state.sc.us	Information on the Central Registry is confidential by law and is not available online. Information can be released through written permission from the person being screened. State law permits sharing of information with other child protection or law enforcement agencies conducting an abuse or neglect investigation. No fee is charged for agencies conducting a child abuse or neglect investigation, however, a fee is charged for foster home licensing or adoptions studies. Consent to Release Information, DSS Form 3072, can be accessed at the SC DSS website, Forms and Brochures section. Print a copy, complete

	Availability	Contact Information	Procedure
			information, mail signed copy to address given on form. <a href="http://www.state.sc.us/dss/">http://www.state.sc.us/dss/</a>
South Dakota			
Tennessee			
Texas	Yes. All agency records are kept electronically in the DFPS database.	Cindy Lawrence Mail code Y960 Texas Dept. of Family and Protective Services PO Box 149030 Austin, TX 78714-9030	Form 2970 (attached). Results can be sent to agency if the individual indicates agency as the designee. Individual must complete, have notarized, and send the completed and notarized form to Cindy Lawrence (left)
Utah	Yes.	Andrea Hess 801-538-4620 801-538-3993 (fax) ahess@utah.gov  Niki Wolfe 801-538-4439 Duane Betournay 801-538-4031	Visit <a href="http://www.dcfhs.utah.gov">www.dcfhs.utah.gov</a> . Select "Reports, Plans & Forms;" scroll down to the form named "Informed Consent of Liability."  Utah also requires a copy of the person's picture identification with this form.
Vermont	Yes.	Attention: Child Abuse Registry Unit Department for Children and Families Family Services Division 103 South Main Street Waterbury, Vermont 05671-2401 (802) 241-2131	
Virginia	Yes	Virginia Department of	Request For Search of Central Registry and Release of Information

	<b>Availability</b>	<b>Contact Information</b>	<b>Procedure</b>
		Social Services Child Abuse Central Registry Unit 7 N. Eighth Street Richmond, VA 23219 (804) 726-7567 Betty Whittaker, Central Registry Supervisor	Form can be obtained by calling (804) 726-7567. All information is required including the signature of the party being searched. The form must be notarized. Electronic transmission is not available. Forms can also be downloaded from website: <a href="http://www.dss.virginia.gov">www.dss.virginia.gov</a> ; Then go to Children/ Child Protective Services/ Forms and Applications/ Request For Search of Central Registry and Releases of Information Form
Washington	Yes, available for other state's inquiries under the Adam Walsh federal legislation	Children's Administration Constituent Relations Unit 1-800-723-4831	Washington has established a website specifically for child abuse and neglect inquiries from other states, including a secure e-mail account to transmit this information electronically. See <a href="http://www1.dshs.wa.gov/ca/safety/abuseStates.asp?2">http://www1.dshs.wa.gov/ca/safety/abuseStates.asp?2</a>
West Virginia	No.		Child placement agencies and other providers of services for children and families can request CPS/APS checks on potential employees and foster/adoptive parents. The process is described at: <a href="http://www.wvdhhr.org/bcf/provider_resources/">www.wvdhhr.org/bcf/provider_resources/</a> Centralized checks are completed from the automated system, which became operational in 1997; anything prior to that would need to be submitted to the local county office for a paper record check.
Wisconsin	No central registry; alternative process available.	Department of Children and Families Child Protective Services Attn: Julie Bachir 1 W. Wilson St. P.O. Box 8916 Madison, WI 53708-8916 Phone: 888-787-0376 Fax: 608-266-0260 <a href="mailto:bachijs@dhfs.state.wi.us">bachijs@dhfs.state.wi.us</a>	Signed release required? Yes Form Required? No; Request should be on agency letterhead and signed by an individual, with agency's fax and telephone number. Outline reason for request (include whether a child welfare case, or non-child welfare case.) Include name and DOB of person being investigated, SS# optional but ensures most thorough background check. Include address or at least city or county where person resided Methods of transmission: Mail or Fax Fee: Not at state level, county agencies may charge a fee

	<b>Availability</b>	<b>Contact Information</b>	<b>Procedure</b>
Wyoming	Yes. See <a href="http://dfsweb.state.wy.us/centralregistry.html">http://dfsweb.state.wy.us/centralregistry.html</a>	Kathy Garcia 307-777-5894 kgarci@state.wy.us	To request a background check from Wyoming Central Registry we ask that our form be completed, signed and dated by the person being screened. If the request is coming from a State Department of Family Services there is no fee. If it is coming from an independent adoption agency, etc. there is an \$8.00 fee per person. The SS-26 central registry form can be downloaded at <b><a href="http://dfsweb.state.wy.us/pdf/SS_26.pdf">http://dfsweb.state.wy.us/pdf/SS_26.pdf</a></b> . Complete page one (at the top) with the name of the person we would be reporting back to, the organization name, address, phone number and fax number. Keep this one for your original copy and make copies front to back (page 1 and page 2), for future use. This will save you time and work, because then when you need to send in for a background check, your client will just need to complete page 2 (backside of application), sign and date it at the bottom and send it in. We must always have the original, but suggest that you keep a copy. Only one person per application. Send a self addressed envelope so we can send the results back to you. Make sure the envelope also shows the reporting person, you listed on page one. We also ask that you send, along with your forms, a typed list of the names and dates of birth.

**CENTRAL REGISTRY NAME SEARCH AUTHORIZATION**

I hereby request the NH Department of Health and Human Services (DHHS) to conduct a name search to determine if I am listed on the Department's Central Registry of founded reports of abuse and neglect. I understand if there is any information to that effect, I will be contacted at the address listed below.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Maiden Name (if applicable): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Other names I have previously used: \_\_\_\_\_

Contact Information: Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

Notary:

State of \_\_\_\_\_

County of \_\_\_\_\_

This instrument was acknowledged before me on \_\_\_\_\_ by \_\_\_\_\_

Signature of notarial officer: \_\_\_\_\_

Mail form and **a self addressed stamped envelope** to:

Division For Children, Youth and Families  
DCYF Central Registry, Brown Building  
129 Pleasant Street Concord, NH 03301

## REQUEST FOR CHILD ABUSE/NEGLECT CENTRAL REGISTRY CHECK

The Texas Department of Family and Protective Services (FPS) operates a Central Registry that identifies persons whom FPS has found to have abused or neglected children. FPS strives to provide the results of the Central Registry check within 30 days. A person may request a Central Registry check on him or herself by completing, having notarized and submitting this request form to:

**Cindy Laurence Mail code Y960  
DFPS PO Box 149030 Austin, TX 78714-9030**

**REQUIRED IDENTIFYING INFORMATION ON REQUESTER - The requester must provide all of this information in order for a check to be made:**

First Name		Middle Name		Last Name	
Other names or spellings used (married, maiden, alias, etc.) - First, Middle, Last (continue on back as needed)					
Residence Street Address			City	County	State      Zip Code
Residence Telephone No. (A/C)		Date of Birth		Gender : <input type="checkbox"/> Male - <input type="checkbox"/> Female      SSN	
<input type="checkbox"/> Am Indian/AK Native (Hispanic)	<input type="checkbox"/> Am Indian/AK Native (non-Hispanic)	<input type="checkbox"/> Asian/Oriental (Hispanic)	<input type="checkbox"/> Asian/Oriental (non-Hispanic)		
<input type="checkbox"/> Black (Hispanic)	<input type="checkbox"/> Black (non-Hispanic)	<input type="checkbox"/> Black-White (Hispanic)	<input type="checkbox"/> Black-White (non-Hispanic)		
<input type="checkbox"/> Other (Hispanic)	<input type="checkbox"/> Other (non-Hispanic)	<input type="checkbox"/> White (Hispanic)	<input type="checkbox"/> White (non-Hispanic)		
<input type="checkbox"/> Nat Hawaii/Pac is (Hispanic)	<input type="checkbox"/> Nat Hawaii/Pac is (non-Hispanic)	<input type="checkbox"/> Unable to Determine (or, none of the above)			
List other places you have resided (for a minimum of the past 5 years - continue on back as needed)					

<p><b>SEND RESULTS OF CENTRAL REGISTRY CHECK TO:</b></p> <p><input type="checkbox"/> Requester, OR  <input type="checkbox"/> Designee -          Name of Designee:</p> <p>Name of Agency the Designee Represents:</p> <p>Mailing Address of Designee (City, State, Zip):</p>	<p><b>RESULTS OF CENTRAL REGISTRY CHECK:</b></p> <p>FPS returns the results of the Central Registry check to the person or entity and mailing address indicated to the left. The requester is entitled to have the results provided to him or to designate another person or entity to receive it.</p> <p><b><u>NOTICE - NOTICE - NOTICE:</u></b> The requester may not have exhausted all opportunities to contest findings in the Central Registry. Therefore, a requester who designates another person/entity to receive the results of the check is <b><u>hereby provided notice and cautioned</u></b> that if he or she disagrees with any such findings, that he or she may have the right to challenge any such findings, and that he or she is authorizing FPS to release any such findings to a third party prior to or during any challenge to the accuracy of those findings.</p>
--	---

Signature of Requester \_\_\_\_\_ Date of Request \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

[Notary stamp or seal]

## REQUEST FOR CHILD ABUSE/NEGLECT CENTRAL REGISTRY CHECK

### FORMS INSTRUCTIONS:

Purpose - to provide a form that an individual can use to request a child abuse and neglect records check from the FPS Central Registry of Child Abuse and Neglect.

When to Use - FPS staff can partially complete and generate Form 2970 in order to give it to the requester for completion when a request for a central registry check is received verbally or when a written request not made on Form 2970 does not contain all the information required on Form 2970. A requester does not have to use Form 2970 to make this request but all the required information must be provided and the request must be notarized.

How to Complete - Form 2970 can be accessed from the Smiley face icon, under the APS/CPS Shared Forms menu. Prior to printing the form, staff must enter an address in the first paragraph on the form to indicate where the requester is to send the completed form. Staff may obtain this address from the Regional Director in the region. Staff then print the form and provide it to the requester so that he can complete and submit it.

Responding to Form 2970 When It Is Submitted - Staff designated by the Regional Director review the submitted form for completeness. If not complete and notarized, staff return the form to the requester for completing. If the form is complete and notarized, staff conduct a person search. If the person is found on IMPACT, staff generate, complete as appropriate and print the Central Registry Response from IMPACT. If the person is not found on IMPACT, staff complete and print Form 2972, Child Abuse and Neglect Central Registry Check from the Smiley face icon (under the APS/CPS Shared Forms menu). Staff send the printed form to the requester or his designee.

Retention - Form 2970 and a copy of the response are to be retained three years in administrative files, then destroyed in a manner consistent with observing the confidentiality of case and person information obtained from the central registry checks from IMPACT.

### DETAILED INSTRUCTIONS

Enter the Name and Address of the Person Designated by the Regional Director to Receive Form 2970 - FPS staff enter the name and address of the person designated by the Regional Director to receive Form 2970.

#### Required Identifying Information on Requester:

First, middle, last name - The requester enters his legal name. Note: if the requester does not have a middle name, leave the 'Middle Name' field blank.

Other Names or Spellings Used - First, Middle, Last - The requester enters his married name(s), maiden name, alias(es), name(s) he uses every day, etc., if different from his legal name.

Residence street address, city, county, state, zip code - The requester enters this information on his current primary residence.

Telephone number (A/C) - The requester enters his primary telephone number, including the area code. If none, leave blank.

Date of Birth - The requester enters his birth date.

Gender - The requester checks the box that represents the appropriate gender.

SSN - The requester enters his social security number.

Race/Ethnicity - The requester checks the box that represents his race and ethnicity.

List other places you have resided (for a minimum of the past 5 years) - The requester enters the names of all the cities Texas where he has resided for at least the past 5 years, other than the current primary residence which has been given above. If none, leave blank.

**REQUEST FOR  
CHILD ABUSE/NEGLECT CENTRAL REGISTRY CHECK**

Send Results of Central Registry Check to: Requester OR Designee - Name of Designee and Agency Designee Represents - At Mailing Address - The requester checks the appropriate box to indicate whether he wants the results of the central registry check sent directly to him or to a designee. If to a designee, the requester enters the name of the designee, the agency the designee represents and the mailing address to which the results of the central registry check are to be sent.

Signature of Requester - The requester signs the form before a notary public.

Date of Request - The requester enters the date he signed the form.

Subscribed and Sworn to Before Me this \_\_\_\_\_ day of \_\_\_\_\_ - Notary Public - Notary stamp or seal - The notary provides the information and signs and stamps/seals the form.