

	Availability	Contact Information	Procedure
Alabama	Yes.	Sue Ash, Supervisor Office of Child Protective Services Department of Human Resources 50 Ripley Street Montgomery, AL 36130-4000	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 Office of Child Protective Services 50 Ripley Street Montgomery, AL 36130-4000
Alaska		Kenneth.Saucier@Alaska.gov State of Alaska Office of Children's Services APSIN Unit (Adam Walsh checks) 323 East 4th Ave. Anchorage, AK 99501 Phone: (907) 269-4026 Fax: (907) 269-4098	Clearance Form and information is available online at: <a href="http://hss.state.ak.us/ocs/childprotection/default.htm">http://hss.state.ak.us/ocs/childprotection/default.htm</a> Should include agency's cover letter or Photo ID of Applicant. Must be signed and include DOB, SSN, and all known aliases. No fee (yet). Please allow up to 30 days.
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.

	Availability	Contact Information	Procedure
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	No	California Department of Justice Bureau of Criminal Information and Analysis Child Protection Program P. O. Box 903387 Sacramento, CA 94203-3870 (916) 227-3285 (916) 227-3253 FAX www.dcg.ca.gov	See California DSS website at: <a href="http://ccid.ca.gov/adamwalshi_2609.htm">http://ccid.ca.gov/adamwalshi_2609.htm</a>  California Penal Code Section 11170(e)(1) allows the department to make available to an out-of-state agency, for purposes of approving a prospective foster or adoptive parent or relative caregiver for placement of a child, information regarding a known or suspected child abuser maintained pursuant to subdivision (a) concerning the prospective foster or adoptive parent or relative caregiver, and any other adult living in the home of the prospective foster or adoptive parent or relative caregiver. The department shall make that information available only when the out-of-state agency makes the request for information in writing on official letterhead, transmitted either by mail, fax, or electronic transmission or as designated by the department. The request shall identify the prospective foster or adoptive parent or relative caregiver, and any other adult living in the home, by name and date of birth or approximate age. The request shall cite the out-of-state statute or interstate compact provision that requires that the information received in response to the inquiry shall be disclosed and used for no purpose other than conducting background checks in foster or adoptive cases. The request shall also cite the criminal penalties for unlawful disclosure of any information provided by the requesting state or the

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	Availability	Contact Information	
			<p>applicable interstate compact provision. In the absence of an out-of-state statute or interstate compact provision that requires that the information shall be used for no purpose other than conducting background checks in foster or adoptive cases and criminal penalties equivalent to the penalties in California for unlawful disclosure, access shall be denied.</p>
Colorado	Yes.	<p>CDHS BIU                      Boards and Commissions                      Division                      1575 Sherman St.                      Denver, CO 80203</p> <p>Staff:                      Margery Bornstein,                      Manager                      303-866-3631</p> <p>Marcy Colagrosso*                      303-866-4614                      *Primary Contact</p>	<p>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></p> <p>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 \$30.00 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.</p>
Connecticut	Yes.	<p>DCF Hotline                      5th floor                      505 Hudson Street                      Hartford, CT 06106                      Fax: 860-560-7072</p>	<p>See Connecticut Children and Families website at: <a href="http://www.ct.gov/dcf/cwp/view.asp?a=2639&amp;q=378544">http://www.ct.gov/dcf/cwp/view.asp?a=2639&amp;q=378544</a></p> <p>Requires an authorization of release of information signed and dated by the applicant. The release must include the following information:</p> <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> </ul>

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			<ul style="list-style-type: none"> <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> <p>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.</p> <p>Mail or fax to contact information at left.</p>
Delaware	Yes.	Beth Kramer Criminal History Supervisor Department of Services 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	<p>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 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></p>
D.C.		District of Columbia Child and Family Services Agency	<p>See <a href="http://cfsa.dc.gov/cfsa/cwp/view_a,3,q,645144.asp">http://cfsa.dc.gov/cfsa/cwp/view_a,3,q,645144.asp</a> for instructions</p>
Florida	Yes	Sandy Pillar 1317 Winewood Blvd. Tallahassee, FL 32399 Phone 850-487-6123	<p>Fax a request on letterhead. Include names, dates of birth and SSNs of household members. Written release is not necessary. Florida's form for requesting a records check, APD 1651, can be downloaded at</p>

	Availability	Contact Information	Procedure
Georgia	No.	Contact Georgia Applicant Processing Services, Cogent Systems: (404) 244-2639 (Select option 2.)	<p><a href="http://www.def.state.fl.us/publications/eforms/1651.pdf">http://www.def.state.fl.us/publications/eforms/1651.pdf</a></p> <p>For information on obtaining criminal history record information, visit:  <a href="http://qbi.georgia.gov/00/channel_modifieddate/0,2096,67862954_67866875_00.html">http://qbi.georgia.gov/00/channel_modifieddate/0,2096,67862954_67866875_00.html</a></p> <p>For information on Georgia Applicant Processing Service, visit:  <a href="http://qbi.georgia.gov/00/channel_modifieddate/0,2096,67862954_126249454_00.html">http://qbi.georgia.gov/00/channel_modifieddate/0,2096,67862954_126249454_00.html</a></p>
Hawaii		Cynthia Goss Statewide Section Administrator, CWI, 420 Waiakamilo Rd. #300B Honolulu, Hawaii 96813 Phone: 808-832-0609	<p>See Instructions and consent form for Requesting a CAN Clearance on the Hawaii Department of Human Services website at:  <a href="http://hawaii.gov/dhs/protection/social_services/child_welfare/">http://hawaii.gov/dhs/protection/social_services/child_welfare/</a></p> <p>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.</p>
Idaho		Judd Reynolds Phone: 208-334-5770	
Illinois			
Indiana	No registry.		<p>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.</p>
Iowa	Yes. Available Monday to Friday, 8 a.m. - 4:30 p.m. CST	Lisa Pinegar Linda Chagoya Phone: 515-515-281-5581 Fax: 515-242-6884	<p>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></p>
Kansas	Yes.	Sherrie Gross LBSW	<p>These requests should be made in writing and can be received via</p>

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		Kansas Protection Report Center Dept. of Social and Rehabilitation Services 915 SW Harrison 5th Floor Topeka, KS 66612 785-296-5636 <a href="mailto:Sherrie.Gross@srsks.gov">Sherrie.Gross@srsks.gov</a>	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 Phone: 502-564-3834	
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	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.

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Maryland		Phone: 800-452-1999 Fax: 207-287-5065	Information and consent form can be found on the Maryland Department of Human Resources website at: <a href="http://www.dhr.state.md.us/cps/pdf/bgclear.pdf">http://www.dhr.state.md.us/cps/pdf/bgclear.pdf</a> For fastest response, send to the county in which the person lives (or lived): <a href="http://www.dhr.state.md.us/county.php">http://www.dhr.state.md.us/county.php</a>
Massachusetts		Kim Sportman, CORI Director Phone: 617.748.2079 Fax: 617.439.9027 CORI Unit, Department of Children and Families 24 Farnsworth Street Boston, MA 02210	Massachusetts does not currently have a standard form for this purpose. Such checks can be requested/made upon the receipt of the following: 1. A <u>signed</u> and <u>notarized</u> release for/from the individual to be checked 2. The individual's: <ul style="list-style-type: none"> <li>• First Name</li> <li>• Last Name</li> <li>• Maiden/Alias Name(s) if applicable</li> <li>• DOB</li> <li>• SS#</li> <li>• Massachusetts address (if remembered and not a critical piece of information)</li> </ul> Language must be included in the release noting the agency/to whom the results are to be sent to and the address. The release, along with a <i>pre-posted, pre-addressed</i> return envelope, needs to be forwarded to: Department of Children and Families 24 Farnsworth Street Boston, MA 02210 ATT: CORI Unit

	Availability	Contact Information	Procedure
			<p>There is no fee for the check at this time and turnaround time is usually 3 - 4 work days.</p> <p><i>If you are with a state / county agency needing a Central Registry check, a fax request, on your agency letterhead with the name, position title, telephone number and return fax number of the requesting worker, providing the identifying information of the person(s) to be checked, unsigned and unnotarized, noting the reason for the check, will be accepted. In the event that a substantial history of involvement is found a signed release or court order may be necessary for the provision of detailed information. Please note that this exception <b>DOES NOT</b> apply to private for-profit or not-for-profit agencies under contract with a state agency.</i></p>
Michigan			<p>Information is available at the Michigan Department of Human Services website at: <a href="http://www.michigan.gov/dhs/0,1607,7-124-5452_7119_48330-180331--,00.html">http://www.michigan.gov/dhs/0,1607,7-124-5452_7119_48330-180331--,00.html</a></p>
Minnesota	Yes	MN DHS Licensing Division 651-296-3971	<p>Requires an authorization for release of information signed and dated by the individual.</p>
Mississippi		Central Registry (601) 359-4120	<p>They will provide a form that an agency then has to put on their own letterhead and complete. If you are not a state employee, the form must be mailed in but if you are a state employee you can fax it to them.</p>
Missouri	Yes	Martha Witt Background & Screening Unit Missouri Department of	<p>Form: MO 821-0353 Request for Child Abuse or Neglect/Criminal Record                      Form Required? No. Print request on letterhead                      Signed release required? Yes</p>

	Availability	Contact Information	Procedure
		Social Services Children's Division P.O. Box 88 Jefferson City, MO 65103 Phone: 573-751-2330 Fax: 573-751-2607 <a href="mailto:Martha.S.Witt@dss.mo.gov">Martha.S.Witt@dss.mo.gov</a>	Methods of transmission: Mail, email or fax Fee: No
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 95026 Lincoln, NE 68509-5044 Phone: 402-471-9322 Fax: 402-471-9034	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: 1. Purpose of release (adoption or foster care ONLY) 2. Full name, clearly printed/typed 3. Date of birth 4. Address - include all addresses for the last FIVE (5) years 5. Social Security Number 6. Other names used - maiden, previous and married 7. Name of spouse and date of birth 8. Name and DOB of other individuals in the home over age 16

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Nevada	Yes.	Nevada Central Registry Nevada Division of Child & Family Services 1426 Technology Way, 3 <sup>rd</sup> Floor, Carson City, Nevada 89706 Attn: Sue Lamon Phone: 775-684-7291 Fax: 775-684-4456	9. Names of all children and the home and DOB  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.  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_ChildProtectiveSvcs-CentralRegistry.htm">http://www.dcf.state.nv.us/DCFS_ChildProtectiveSvcs-CentralRegistry.htm</a>
New Hampshire	Yes.	NHDCVF Central Registry 129 Pleasant St Concord, NH 03301	Form 2202, Central Registry Name Search Authorization (copy attached as supplement to this document)
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)
New Mexico	Yes	Loretta Perea (505) 827-8464 Rosemary Chavez (505) 827-8416 P.O. Drawer 5160	For checks on prospective foster and adoptive parents ONLY who may have resided in NM within the last five years, please contact Loretta Perea or Rosemary Chavez (left). Loretta or Rosemary will provide you with a form (Abuse and Neglect Check for Prospective Foster/Adoptive Parents) that must be filled out completely,

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		PERA Room 254 Santa Fe, NM 87502 Fax: (505) 476-5490	notarized, and returned to either one of them in order for the check to be completed.
New York	Yes.	New York State Office of Children and Family Services Statewide Central Register P.O. Box 4480 Albany, New York 12204-0480	Form OCFS 7067, "Adam Walsh Child Protective and Safety Act of 2006 - Request for Information", may be accessed at: <a href="http://www.ocfs.state.ny.us/main/Forms/cps/">http://www.ocfs.state.ny.us/main/Forms/cps/</a>  The form must be signed by the applicant and notarized
North Carolina	No.		On March 2, 2010 the North Carolina Court of Appeals issued an opinion ( <a href="http://www.aoc.state.nc.us/www/public/coa/opinions/2010/pdf/090205-1.pdf">http://www.aoc.state.nc.us/www/public/coa/opinions/2010/pdf/090205-1.pdf</a> ) finding that the statutes governing the procedures used to release child abuse and neglect information for the purpose of approving prospective foster/adoptive parents or employee/volunteer applicants, violated the North Carolina Constitution. Therefore, access to child abuse and neglect information has been suspended and NC is unable to comply with any request for information. We are aware of the concerns that this action raises for the safety of children and agencies are encouraged to ensure that information gathered regarding a prospective employee/volunteer or a foster or adoptive applicant is thorough and that all available resources are utilized to determine the fitness of the individual to provide care to a child. We are working to reestablish these procedures. Should you require any further assistance, please do not hesitate to contact our office at (919) 733-4622.

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North Dakota	Yes	Children and Family Services/NDDHS 600 East Boulevard Avenue Bismarck ND 58505 Phone: 701-328-3580 E-mail: dhscentralcfs@nd.gov	Requests for background checks of the Child Abuse Information Index for information on any prospective foster or adoptive parent and on any other adult living in the home of such a prospective parent require a signed release from the applicant on State Form Number 433. The form can be found online at: <a href="http://www.nd.gov/eforms/Doc/sfn00433.pdf">http://www.nd.gov/eforms/Doc/sfn00433.pdf</a> A release of information form is not required for child protection agencies having before them a child suspected of being abused or neglected.
Ohio	Yes	Barbara Parker Phone: 614-466-9274 Fax: 614-466-0164	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		For information on obtaining criminal history information in Oklahoma, visit: <a href="http://www.ok.gov/osbi/Criminal_History/">http://www.ok.gov/osbi/Criminal_History/</a>
Oregon		Department of Human Services Background Check Unit PO Box 14870 Salem OR 97309-5066 Fax: 503-378-6314	Mail or fax correspondence specifically requesting available child abuse/neglect history information on an individual for the purpose of child foster care or adoption approval. Correspondence must indicate that the request is from a public child welfare agency or from a private agency that serves children in the care and custody of a public child welfare agency. Provide the following information about the individual or individuals: Full name, any aliases or former names, sex, date of birth and social security number.

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Pennsylvania	Yes	Childline and Abuse Registry Department of Public Welfare P. O. Box 8170 Harrisburg, PA 17105-8170 ATTN: Mary Golab Phone: 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/Services/Programs/ChildWelfare/003671038.htm">http://www.dpw.state.pa.us/Services/Programs/ChildWelfare/003671038.htm</a> . Pennsylvania charges a \$10 fee for processing of the form.
Rhode Island		Visit the RI Dept of Children, Youth and Families website at: <a href="http://www.dcyf.state.ri.us/">http://www.dcyf.state.ri.us/</a>	
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 information, mail signed copy to address given on form. <a href="http://www.state.sc.us/dss/forms/title.html">http://www.state.sc.us/dss/forms/title.html</a>
South Dakota			
Tennessee			
Texas	Yes. All agency	Cindy Lawrence	Download Form 2970 at:

	Availability	Contact Information	Procedure
	records are kept electronically in the DFPS database.	Mail code Y960 Texas Dept. of Family and Protective Services PO Box 149030 Austin, TX 78714-9030	<a href="http://www.dfps.state.tx.us/documents/Child_Care/pdf/2970.doc">http://www.dfps.state.tx.us/documents/Child_Care/pdf/2970.doc</a> 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.	Cherri Joy Background Review Coordinator Phone: (801) 538-4061 Fax: (801) 538-3993	Informed Consent and Liability Form required. To access the form, visit <a href="http://www.dfts.utah.gov/reports_forms.htm">http://www.dfts.utah.gov/reports_forms.htm</a> and scroll down. Form signed: Yes - by client Client ID required: Yes
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		Office of Background Investigations, Virginia Department of Social Services, 801 E. Main Street, 6th Floor, Richmond, VA 23219-2901	Virginia Department of Social Services/Child Protective Services Central Registry Release of Information Form (including instructions): <a href="http://www.dss.virginia.gov/files/division/dfs/cps/forms/032-02-0151-09-eng.pdf">http://www.dss.virginia.gov/files/division/dfs/cps/forms/032-02-0151-09-eng.pdf</a> \$7.00 Fee
Washington	Yes, available for other state's inquiries under the	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

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West Virginia	Adam Walsh federal legislation  No.		<p><a href="http://www1.dshs.wa.gov/ca/safety/abuseStates.asp?2">http://www1.dshs.wa.gov/ca/safety/abuseStates.asp?2</a></p> <p>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.</p>
Wisconsin	Wisconsin does not have a central CAN registry, but does have an alternative process for conducting CAN background checks through a county-administered system.	<p>All CAN registry background check requests for licensing purposes should be directed to Karen Slaney. Your request may be sent by mail or fax at our confidential line.                      Karen Slaney                      Division of Safety and Permanence                      (608) 266-9358                      Wisconsin Adam Walsh                      Inquiries: 888-787-0376                      Confidential FAX line:                      (608) 264-6750</p>	<p>Requests must include the following:</p> <ul style="list-style-type: none"> <li>• A written request on agency letterhead signed by a representative of your agency.</li> <li>• The reason for the background check request and whether the case is a child welfare case or another type of case.</li> <li>• A release of information signed by the individual being investigated.</li> <li>• The name and date of birth of the person being investigated. A social security number is not required, but providing one may ensure a more thorough background check.</li> <li>• If available, the address or at least city or county where the person resided in Wisconsin.</li> <li>• If available, the dates that he or she resided in Wisconsin.</li> <li>• The requesting person's telephone and fax information.</li> </ul> <p>Not providing some of this information may result in you having to re-issue your request. For all inquiries, and especially those</p>

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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 kgarcia@state.wy.us	<p>required by the Adam Walsh Act, we prefer to receive the inquiry directly from the licensing agency (release of information forms may be sent separately by the prospective parents if it is more convenient). Typically, we will fax our results to you unless you direct otherwise.</p> <p>Wisconsin's child welfare information system is state supervised and county administered, and does not contain tribal child welfare information. Matters pertaining to child abuse and neglect, including records and appeal information, are maintained at the local county level. Because our information system has only been fully implemented statewide since 2004, in order to completely check an individual's history, you must contact the Child Protective Services (CPS) agency located in the county where s/he resided. The counties may vary in their process for conducting CAN background checks, but most of them adhere to the process outlined in this letter. The following web address provides the names and contact information for all county social/human service agencies in Wisconsin:  <a href="http://dcf.wisconsin.gov/children/CPS/cpswimap.htm">http://dcf.wisconsin.gov/children/CPS/cpswimap.htm</a></p> <p>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 <a href="http://dfsweb.state.wy.us/pdf/SS_26.pdf">http://dfsweb.state.wy.us/pdf/SS_26.pdf</a>.</p> <p>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</p>

	Availability	Contact Information	Procedure
			<p>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.</p>

**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