



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."

- Visit the NRCPPFC webpage on the Adam Walsh Child Protection and Safety Act of 2006 to access the full text of the Act and related resources: http://www.hunter.cuny.edu/socwork/nrcfcpp/info_services/Adam-Walsh.html
- 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.hhs.gov/programs/cb/laws_policies/policy/im/2006/im0604.htm

This NRCPPFC resource includes links to select resources on child abuse registries. Information gathered from the states regarding their registries is provided in the chart on the following pages. This information is for the use of public child welfare agencies seeking contact information for sister states. This document is updated regularly. To update a State listing, please email tserdjen@hunter.cuny.edu with the subject line: State Child Abuse Registries Change.

Resources on State Child Abuse Registries

- *Establishment and Maintenance of Central Registries for Child Abuse Reports*
This publication examines State laws and procedures for maintaining records of child abuse and neglect. Most States maintain a central registry, which is a centralized database of child abuse and neglect investigation records. In some States, the individual State agencies that received the reports of suspected abuse or neglect are required to maintain these records. Central registry

reports are typically used to aid social services agencies in the investigation, treatment, and prevention of child abuse cases and to maintain statistical information for staffing and funding purposes. This resource addresses the purpose of central registries, as well as their contents and maintenance, and provides a summary of State laws. Child Welfare Information Gateway (2011)

https://www.childwelfare.gov/systemwide/laws_policies/statutes/centreg.cfm

- *Review and Expunction of Central Registries and Reporting Records*

This publication examines State laws and procedures that provide persons named as alleged perpetrators in central registry reports the right to review the records and to request administrative hearings to contest the findings and have inaccurate records removed from the registry. It discusses laws that provide for the expunction of old or unsubstantiated reports. Child Welfare Information Gateway (2011)

https://www.childwelfare.gov/systemwide/laws_policies/statutes/registry.cfm

- *Disclosure of Confidential Child Abuse and Neglect Records: Summary of State Laws*

Records of child abuse and neglect reports are maintained by State child protection or social services agencies to aid in the investigation, treatment, and prevention of child abuse cases and to maintain statistical information for staffing and funding purposes. In many States, these records and the results of investigations are maintained in databases, often called central registries. The type of information contained in registries and department records varies from State to State, as does access to the information. This document addresses: confidentiality of records; persons or entities allowed access to records; when public disclosure of records is allowed; and, use of records for employment screening. It includes a link to the State Statutes Search page which provides access to the statutes for specific States or territories. Child Welfare Information Gateway (2010)

https://www.childwelfare.gov/systemwide/laws_policies/statutes/confide.cfm

- *National Study of Child Protective Services Systems and Reform Efforts*

This resource includes the following sections: Introduction; Administrative Structures and Responsibilities; Screening and Intake; Investigation; Alternative Response; Reflections; and Appendices. This report includes a table on the availability and use of central registries available at that time. An Executive Summary is also available. The U.S. Department of Health and Human Services (2003)

<http://aspe.hhs.gov/hsp/CPS-status03/state-policy03/index.htm>

State Child Abuse Registries: Contact Information and Procedures

| | 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 | | hss.ocsanccpchecks@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: http://dhss.alaska.gov/ocs/Pages/childprotection/default.aspx 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 | |
| Arkansas | | Voice # (Central Registry) 501-682-0405 | Require a request on state's letterhead and individual's release of information. |

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| | | Fax: 501-682-0407 (Attn: V. Williams) | |
| California | No | California Department of Justice Bureau of Criminal Information and Analysis Child Protection Program P. O. Box 903387 Sacramento, CA 94203-3870 916-227-5052 916-227-6364 FAX www.ag.ca.gov | See California DSS website at: http://cclid.ca.gov/adamwalshi_2609.htm 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 and has submitted a payment of \$15. 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 applicable interstate compact provision. In the absence of an out-of-state statute or interstate compact provision that requires that the |

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| | | | 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. |
| Colorado | Yes. | CDHS BIU Boards and Commissions Division 1575 Sherman St. Denver, CO 80203 Staff: Margery Bornstein, Manager 303-866-3631 Marcy Colagrosso* 303-866-4614 *Primary Contact | Request form and information can be accessed from website http://www.cdhs.state.co.us/ea/RecordsandReports.htm 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. |
| Connecticut | Yes. | DCF Hotline 5th floor 505 Hudson Street Hartford, CT 06106 Fax: 860-560-7072 | See Connecticut Children and Families website at: http://www.ct.gov/dcf/cwp/view.asp?a=2639&Q=378544 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"> • Purpose of release- employment, adoption, day care, foster care • Full name, clearly printed and spelled • Date of Birth • Address - Include all addresses for the last FIVE years |

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| | | | <ul style="list-style-type: none"> • Social Security Number • Other Names Used - maiden, previous and marriage • Name of Spouse and date of birth • Name & DOB of other adults in home (anyone over age 16) • Name of all children-biological & step and date of birth <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 | 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 http://kids.delaware.gov/information/adamwalsh.shtml |
| D.C. | | District of Columbia Child and Family Services Agency | See http://cfssa.dc.gov/cfssa/cwp/view,a,3,q,645144.asp for instructions |
| Florida | Yes | Interstate Compact on the Placement of Children-attn: Adam Walsh Requests Office of Assistant Secretary for Operations | State of Florida Form required, to obtain form 1651a please contact Donna Ford or use form CF 1651a obtained at http://www.dcf.state.fl.us/programs/abuse/docs/CentralAbuseHotlineRecordSearch.pdf |

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| | | Department of Children and Families 1317 Winewood Boulevard, Building 3 Room 102 Tallahassee, FL 32399-0700 Donna Ford Phone: (850) 717-4009 Fax: (850) 487-4337 Email: Donna.Ford@dcf.state.fl.us | |
| Georgia | No. | Yvonne Davenport DHS Constituent Services, Phone: (404) 651-9361 Email: customer_services_dfcs@dhr.state.ga.us | Procedures: Request forms, and an informational memorandum can be found at https://www.gascore.com/content/page.cfm/206 |
| Hawaii | | Tonia Mahi Statewide Section Administrator, CWI, 420 Waiakamilo Rd. #300B Honolulu, Hawaii 96813 Phone: 808-832-0609 | See Instructions and consent form for Requesting a CAN Clearance on the Hawaii Department of Human Services website at: http://hawaii.gov/dhs/protection/social_services/child_welfare/ 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. |

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| Idaho | | Idaho Department of Health and Welfare Criminal History Unit 1720 Westgate Drive, Ste A Boise ID 83704 Phone: (208) 332-7990 Toll free: 1-800-340-1246 FAX: (208) 332-7991 e-mail crimhist@dhw.idaho.gov | Registry request instructions can be accessed from the link below. http://www.healthandwelfare.idaho.gov/Portals/O/Children/AdoptionFoster/ID_Registry_Request_Instructions.pdf |
| Illinois | Yes | Submit by mail OR fax OR email. Department of Children and Family Services Mail to: 406 E. Monroe - Station # 30 Springfield, IL 62701 FAX to: 217-782-3991 Scan/Email to: | Request form and information can be accessed from the link below. http://www.nrcpfc.org/downloads/CFS_689_Authorization_for_Background_Check_for_Programs_NOT_Licensed_by_DCFS_(Fillable)_Illinois.pdf |

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| | | CFS689Background@illinois.gov | |
| 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 | Linda Chagoya Phone: 515-362-7404 Fax: 515-242-6884 | See CPS policy manual, Section 16(E)-1, available online at: http://www.dhs.state.ia.us/PolicyAnalysis/PolicyManualPages/PolManual.htm |
| Kansas | Yes. | Sherrie Gross LBSW Department for Children and Families Dept. of Social and Rehabilitation Services 915 SW Harrison 5th Floor Topeka, KS 66612 785-296-5636 Sherrie.Gross@dcf.ks.gov | <p>Authorized State Child Welfare Agencies; not to include sub-contracting agencies, may submit Child Abuse/Neglect Central Registry requests. These requests shall be made in writing and can be received via mail, fax, or email (CentralRegistry@dcf.ks.gov) .</p> <p>In order to process a request for Central Registry, the following information is required for the person being checked:</p> <p>A. name;</p> <p>B. alias, other names used, and/or maiden name, if applicable;</p> <p>C. date of birth;</p> <p>D. social security number</p> <p>Results of the Central Registry Request will be mailed or faxed to the State requesting the information. The fee does not apply for State Child Welfare Agencies, e.g., Dept. for Children and Families. The public, including sub-contracting agencies are not granted access without a signed release and the \$10 fee. The Registry release form can be accessed from public website:</p> |

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| | | | http://www.dcf.ks.gov/services/PPS/Documents/PPM_Forms/Section_1000_Forms/PPS1011.pdf |
| Kentucky | | Department for Community Based Services Records Management Section Phone: 502-564-3834 Fax: 502-564-9554 | Requests should be made on the letterhead of the requesting agency. Information to be included in the request includes full name; date of birth, social security number and the address of your residence in Kentucky if that is known. Please also state in the letter that the request is pursuant to the Adam Walsh Act of 2006. Requests can be mailed or faxed. |
| Louisiana | Yes | Please send requests on agency letterhead to the following CPI Intake staff members by email or fax: Staff/Email Phone Fax for all CPI Staff Linda.Carter@la.gov 225-342-1554 Supervisor Linda.Crockett@la.gov 225-342-7199 Walter.Fahr@la.gov 225-342-6832 Katherine.Franklin@la.gov 225-342-8637 224-342-3480 | State Central Registry (SCR) Clearances are conducted in accordance with all applicable state and federal laws: Out of State Child Welfare Agency Child Protection Investigations Out of State Child Welfare Agency Foster/Adoptive Applicants* Out of State Private Child Placing Agencies pursuant to Foster/Adoptive Home Studies* • We are not authorized to conduct clearances for employment or volunteer purposes. • We are not authorized to disclose state central registry information to private citizens for private adoption purposes. If you are in the process of a private adoption, please submit a request for clearance through your private child placing agency or state child welfare agency. If you meet the criteria cited above, please provide the following information: Subject's Name: Including any aliases subject is known to use. |

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| | | Jennifer.Newman@la.gov 225-342-5744 Darciel.Netherland@la.gov v 225-342-7118 | Date of Birth: Verified by review of legal documentation. Social Security Number(s): Verified by review of legal documentation. Include multiple SSNs, if disclosed by subject Race / Ethnicity: To narrow search Last Known Address/Location: In Louisiana |
| Maine | Yes | Department of Health and Human Services Office of Child and Family Services Child Protective Intake Unit 2 Anthony Avenue, Augusta, Me 04333 Phone: 800-452-1999 or 624-7900 Fax: 207- 287-5282 | 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 | | | Information and consent form can be found on the Maryland Department of Human Resources website at: http://www.dhr.state.md.us/cps/pdf/bgclear.pdf For fastest response, send to the county in which the person lives (or lived): http://www.dhr.state.md.us/county.php |
| Massachusetts | | Claudel Francoeur, CORI Director Claudel.Francoeur@state.ma.us Phone: 617.748.2079 Fax: 617.439.9027 CORI Unit, Massachusetts | 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 signed and notarized release for/from the individual to be checked 2. The individual's: <ul style="list-style-type: none"> • First Name • Last Name |

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| | | Department of Children and Families 600 Washington Street Sixth Floor Boston, MA 02111 | <ul style="list-style-type: none"> • Maiden/Alias Name(s) if applicable • DOB • SS# • Massachusetts address (if remembered and not a critical piece of information) <p>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: ATT: CORI Unit Department of Children and Families 600 Washington Street Sixth Floor Boston, MA 02111</p> <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 DOES NOT apply to private for-profit or not-for-profit agencies under contract with a state agency.</i></p> |

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| Michigan | | | Information is available at the Michigan Department of Human Services website at: http://www.michigan.gov/dhs/0,1607,7-124-5452_7119_48330-180331--_00.html |
| Minnesota | Yes | MN DHS Licensing Division 651-431-6620 | Minnesota requires an authorization for release of information signed and dated by the individual. There is a \$20 fee per check. |
| Mississippi | | Central Registry (601) 359-4120 | 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. |
| Missouri | Yes | Sara E. Smith Background & Screening Unit Missouri Department of Social Services Children's Division P.O. Box 88 Jefferson City, MO 65103 Phone: 573-751-2330 Fax: 573-751-2607 Sara.E.Smith@dss.mo.gov | Form: MO 821-0353 Request for Child Abuse or Neglect/Criminal Record Form Required? No. Print request on letterhead Signed release required? Yes Methods of transmission: Mail, email or fax Fee: No |
| Montana | Does not have a formal registry; but substantiated reports of abuse/neglect are recorded and can be accessed by | Montana Child and Family Services Division Records Request, P.O. Box 8005 Helena, Montana 59604 Phone: 406-841-2400 Fax: 406 841-2487 | A request for a Child Protective Service Background Check is made by submitting a completed, signed and notarized release of information form to CFSD by mail or fax using the most appropriate release form which describes the reason for requesting a Child Protective Service Background Check. Release forms are available on the website. |

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| | state personnel | | <p>The release must be notarized to ensure the identification of the applicant has been verified, and the applicant has signed the release. Requests which are older than six months from the date notarized will NOT be processed.</p> <p>Additional information is available at www.dphhs.mt.gov/cfsd/backgroundchecks.shtml</p> |
| Nebraska | Yes | Patti Reddick Nebraska Health and Human Services Box 95026 Lincoln, NE 68509-5044 Phone: 402-471-9625 Fax: 402-471-9034 | A request for a Child Protective Services Background Check is made by submitting a completed, signed and notarized release of information to the Nebraska Department of Health and Human Services. This release is found at: http://dhhs.ne.gov/children_family_services/Documents/Adam.Walsh.pdf |
| Nevada | Yes. | Nevada Central Registry Nevada Division of Child & Family Services 4126 Technology Way, 3 rd Floor, Carson City, Nevada 89706 Attn: Bruce Cole Phone: 775-684-7941 Fax: 775-684-4456 | <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: http://www.dcf.state.nv.us/DCFS_ChildProtectiveSvcs-CentralRegistry.htm</p> |
| New Hampshire | Yes. | NHDCYF Central Registry | Form 2202, for instate Central Registry Name Search Authorization: |

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| | | 129 Pleasant St Concord, NH 03301 | http://www.nrcpfc.org/downloads/NH_CentralRegistryNameSearchT2202.pdf For third party request please use form T2202A. This form is for agencies out of state searching for a check on former NH residents. http://www.nrcpfc.org/downloads/NH_CR_3rd_person_T2202A.pdf |
| New Jersey | Yes. | Judith Williams, Child Abuse Record Information Unit (CARI) Supervisor Phone: (609) 888-7711 | If you are in need of a CARI background check on an individual that has moved from New Jersey to your state, please access this link for instructions and complete the attached form. http://www.nrcpfc.org/downloads/NJ_Form.pdf |

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| New Mexico | Yes | Loretta Perea (505) 827-8464 Rosemary Chavez (505) 827-8416 P.O. 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, 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, 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: http://www.ocfs.state.ny.us/main/Forms/cps/ The form must be signed by the applicant and notarized |
| North Carolina | Yes | R. Patrick Betancourt, Child Welfare Policy Administrator N.C. Department of Health and Human | To obtain child abuse and neglect clearances to approve an individual to become a foster parent or to adopt, please complete the DSS-5268 . Once the DSS-5268 form is completed, please submit by mail or fax. Should you have additional questions please contact the Child Welfare Policy Section at 919-527-6340 . |

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| | | Services Division of Social Services 820 S. Boylan Avenue - McBryde 2 East Raleigh, NC 27603-2246 O: 919-527-6341 F: 919-715-6714 M: 919-594-7398 http://www.ncdhhs.gov/dss | |
| 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: http://www.nd.gov/eforms/Doc/sfn00433.pdf 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: 614-752-1298 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 |

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| | | | Protection and Safety Act of 2006. |
| Oklahoma | No | | Oklahoma does not have a public child abuse registry. Oklahoma State Statutes are very specific as to what Child Welfare Services information maintained by the Oklahoma Department of Human Services can be released. Such records may only be made available when a current child abuse and neglect investigation is being conducted on an individual(s) by a child protective services agency, a district attorney's office, or a public law enforcement agency. Otherwise a court order rendered in Oklahoma is required for release of child abuse and neglect information. For more information about requests for history please, visit: http://www.okdhs.org/programsandservices/cps/docs/outofstaterquestsforoklahomacpshistory.htm |
| 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. |
| Pennsylvania | Yes | Childline and Abuse Registry Department of Public Welfare P.O. Box 8170 Harrisburg, PA 17105-8170 ATTN: Patricia A Custer | Download the Pennsylvania Child Abuse History Clearance Form (CY-113 UF) and follow the instructions for completion. The form can be obtained at http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm . Pennsylvania charges a \$10 fee for processing of the form. |

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| | | Phone: 717-772-6574 | |
| Puerto Rico | Yes | <p>Elsa Maldonado, Social Worker II</p> <p>Physical Address: Administration for Families and Children , (ADFAN) Central Registry Edif. Lila Mayoral Ave. Barbosa #306 Hato Rey, Puerto Rico, 00910-11398.</p> <p>Mailing Address: P. O. Box 11398 San Juan, Puerto Rico, 00910-1398.</p> <p>Electronic address: emaldonado@adfan.gobierno.pr</p> <p>Phone contact at: 1-787-625-4900, Ext. 1225</p> | <p>-Form: Application to Search for Histories Of Abuse, Institutional Abuse, Negligence, and Institutional Negligence</p> <p>or</p> <p>-A written request on letterhead.</p> <p>A signed release is required which describes the reason for requesting the CAN background check.</p> <p>Methods of transmission: Mail, e-mail</p> <p>Fee: No</p> <p>Note: In Puerto Rico the two surnames are required to facilitate the search.</p> <p>Additional information is available by contacting Ms. Maldonado, including procedure for requests needed on an emergency basis.</p> |
| Rhode Island | | <p>Visit the RI Dept of Children, Youth and Families website at:</p> | |

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| | | http://www.dcyf.state.ri.us/ | |
| 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 SCDSS website, Forms and Brochures section. Print a copy, complete information, mail signed copy to address given on form. http://www.state.sc.us/dss/forms/title.html |
| South Dakota | | | |
| Tennessee | Yes | EI_DCS_CPS_CentralRegistryCheck@tn.gov Genora Wilson Tennessee Dept. of Children's Services CPS History Searches and Due Process Reviews Cordell Hull Bldg., 8th Floor Nashville, TN. 37243 | For all requests for database searches per Adam Walsh Child Protection and Safety Act of 2006 please submit the following items to this address, EI_DCS_CPS_CentralRegistryCheck@tn.gov for EACH applicant for whom you are requesting a search: <ol style="list-style-type: none"> 1. A cover letter (notice) on your agency's letterhead stating the reason you are requesting a central registry search. (for proof of agency purposes) 2. Attached "Tennessee DCS Database Search Results" form completed in Word format. 3. A copy of the person's signed "authorization to release information" specifically stating information is to be shared from Tennessee Department of Children's |

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| | | Phone: (615) 532-9856 Email: Genora.Wilson@tn.gov | Services to your agency. NOTE: This is NOT a TN form. This is a form that your agency should have, giving permission for "your" agency to "request" the information and "our" agency (TN Dept. of Children's Services) "to "release" any CPS history information to "you". On the subject line of the email request , please indicate " Out of State Request " along with the applicant's first initial and last name . |
| Texas | Yes. All agency records are kept electronically in the DFPS database. | Support line (800) 645-7549 Email: TXAbuseNeglectBGC@dfps.state.tx.us | Search for and download Form 2970 at: http://www.dfps.state.tx.us/site_map/forms.asp Please follow the procedure and directions that are listed on the form. |
| 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 http://www.dcfs.utah.gov/reports_forms.htm 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 Osgood 3 Waterbury, Vermont | Vermont does not allow adoption agencies to search directly. Individuals may check on themselves by visiting this link: http://dcf.vermont.gov/child_protection_registry And downloading the self inquiry form (pls note fax copies of this form will not be processed!) Employer form on the site is only for Vermont employers. State agencies seeking record checks may fax request on state letterhead to 802-241-3301. |

| | Availability | Contact Information | Procedure |
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| | | 05671-2401 Phone: 802-871-6474 | |
| 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): http://www.dss.virginia.gov/files/division/dfs/cps/intro_page/forms/032-02-0151-09-eng.pdf \$7.00 Fee |
| Virgin Islands | Yes | Phone: 340-718-2980 Email: carla.benjamin@dhs.vi.gov | The request should be submitted on agency letterhead and include the person's date of birth, social security number, previous address in Virgin Islands (if available), and consent (if available). |
| Washington | Yes, available for other state's inquiries under the Adam Walsh federal legislation | Children's Administration CA/N History Checks Unit Phone: 1-800-562-5624 206-341-7930 (fax) CANhistorychecks@dshs.wa.gov | Form must be typewritten and signed. Any handwritten or incomplete forms will be returned for correction. Complete one form for each individual for whom a child abuse/neglect findings request is being requested. Include a check in the amount of \$20.00, per individual inquiry, made payable to DSHS Children's ADMN Mail completed requests to: DSHS Children's Administration ATTN: Fiscal PO Box 45710 Olympia, WA 98504-5710 http://www.dshs.wa.gov/ca/safety/abuseStates.asp?2 |
| 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: |

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| | | | <p>www.wvdhhr.org/bcf/provider_resources/ 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 | <p>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> | <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.</p> <p>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"> • A written request on agency letterhead signed by a representative of your agency. • The reason for the background check request and whether the case is a child welfare case or another type of case. • A release of information signed by the individual being investigated. • 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. • If available, the address or at least city or county where the person resided in Wisconsin. • If available, the dates that he or she resided in Wisconsin. • The requesting person's telephone and fax information. <p>Not providing some of this information may result in you having to re-issue your request. For all inquiries, and especially those 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</p> |

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| | | | <p>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: http://dcf.wisconsin.gov/children/CPS/cpswimap.htm</p> |
| Wyoming | <p>Yes. See http://dfsweb.state.wy.us/centralregistry.html</p> | <p>Kathy Garcia kathy.garcia@wyo.gov, 307-777-5894, Wyoming DFS Central Registry, 130 Hobbs Ave., Cheyenne, WY 82009</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 \$10.00 fee per person. The SS-26 central registry form can be downloaded at http://dfsweb.state.wy.us/juvenile-services/central-registry/index.html. Complete page one with your contact person's name (the person we would be reporting back to within your organization), 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 signature.</p> |

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| | | | I suggest that you keep a copy of the form you mail to us. Only one person per application. Send a self addressed envelope so we can send the results back to you. Postage isn't necessary but the results will get back faster. Make sure the envelope also shows the contact 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. |