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### 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>

	Availability	Contact Information	Procedure
Alabama	Yes.	Sue Ash, Supervisor Office of Child Protective Services Department of Human Resources 50 Ripley Street Montgomery, AL	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

	Availability	Contact Information	Procedure
		36130-4000	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	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.ag.ca.gov	See California DSS website at: <a href="http://cclld.ca.gov/adamwalshi_2609.htm">http://cclld.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

	Availability	Contact Information	Procedure
			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 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.
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	See Connecticut Children and Families website at:

	Availability	Contact Information	Procedure
		5th floor 505 Hudson Street Hartford, CT 06106 Fax: 860-560-7072	<p><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> <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.			
Florida	Yes	Sandy Pillar	Fax a request on letterhead; Include names, dates of birth and SSNs

	Availability	Contact Information	Procedure
		1317 Winewood Blvd. Tallahassee, FL 32399 Phone 850-487-6123 Fax: 850-488-1319	of household members. Written release is not necessary. Florida's form for requesting a records check, APD 1651, can be downloaded at <a href="http://www.dcf.state.fl.us/publications/eforms/1651.pdf">http://www.dcf.state.fl.us/publications/eforms/1651.pdf</a>
Georgia			See District of Columbia Child and Family Services website at: <a href="http://cfssa.dc.gov/cfssa/cwp/view,a,3,q,645144.asp">http://cfssa.dc.gov/cfssa/cwp/view,a,3,q,645144.asp</a>
Hawaii		Cynthia Goss 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: <a href="http://hawaii.gov/dhs/protection/social_services/child_welfare/">http://hawaii.gov/dhs/protection/social_services/child_welfare/</a>  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 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

	Availability	Contact Information	Procedure
			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 Phone: 515-515-281-5581 Fax: 515-242-6884	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 <a href="mailto:JSC@srs.ks.gov">JSC@srs.ks.gov</a> 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 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	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

	Availability	Contact Information	Procedure
		221 State Street Augusta, Maine 04333 Phone: 800-452-1999 Fax: 207-287-5065	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: <a href="http://www.dhr.state.md.us/cps/bgsearch.htm">http://www.dhr.state.md.us/cps/bgsearch.htm</a>
Massachusetts		Kim Sportman, CORI Director (617)748-2079 CORI Unit, Department of Children and Families, 24 Farnsworth Street, Boston, MA 02110	
Michigan			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>
Minnesota	Yes	MN DHS Licensing Division 651-296-3971	Requires an authorization for release of information signed and dated by the individual.
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	Martha Witt Background & Screening Unit Missouri Department of Social Services Children's Division	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



	Availability	Contact Information	Procedure
		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>	
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 9. Names of all children and the home and DOB
Nevada	Yes.	Nevada Central Registry Nevada Division of Child & Family Services 711 E. Fifth Street	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

	Availability	Contact Information	Procedure
		<p>Carson City, NV 89701-5092</p> <p>Attn: Sue Lamon 775-684-4415</p>	<p>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_ChildProtectiveSvcs-CentralRegistry.htm">http://www.dcf.state.nv.us/DCFS_ChildProtectiveSvcs-CentralRegistry.htm</a></p>
New Hampshire	Yes.	<p>NHDCYF Central Registry 129 Pleasant St Concord, NH 03301</p>	<p>Form 2202, Central Registry Name Search Authorization (copy attached)</p>
New Jersey	Yes.	<p>Richard Ferrell Supervisor, CARI Unit 609-826-3906</p> <p>Gary Sefchik, Chief 609-777-5958</p>	<p>Contact Richard Ferrell or Gary Sefchik at Department of Children and Families, Office of Licensing (left)</p>
New Mexico	Yes	<p>Loretta Perea CYFD-PS PO Drawer 5160 PERA Room 254 Santa Fe, NM 87502 Fax: 505-476-5490</p>	<p>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:</p> <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.	<p>State Central Register P.O. Box 4480</p>	<p>Legislative change is needed to allow NYS to release information to other States in response to a request for a background check of a</p>

	Availability	Contact Information	Procedure
		Albany, NY 12204	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>1</sup>	Yes. <sup>2</sup>	Mail completed form to: North Carolina Division of Social Services Regulatory and Licensing Services Attn: RIL 952 Old U.S. 70 Highway Black Mountain, NC 28711	Complete form DSS-5268, which can be downloaded at <a href="http://www.ncdhhs.gov/dss/requests/index.html">http://www.ncdhhs.gov/dss/requests/index.html</a>
North Dakota			
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

<sup>1</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>2</sup> N.C.G.S. §7B-311<sup>2</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 <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
			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 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 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/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		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>	

	<b>Availability</b>	<b>Contact Information</b>	<b>Procedure</b>
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 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 (download at <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.	Andrea Hess Phone: 801-538-4620 Fax: 801-538-3993 ahess@utah.gov  Niki Wolfe 801-538-4439 Duane Betournay 801-538-4031	Visit <a href="http://www.dcfs.utah.gov">www.dcfs.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	

	Availability	Contact Information	Procedure
		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 Social Services Child Abuse Central Registry Unit 7 N. Eighth Street Richmond, VA 23219 804-726-7567 Betty Whittaker, Central Registry Supervisor	Request For Search of Central Registry and Release of Information 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/files/division/obi/background_investigations/forms/032-02-0151-07-eng.pdf">http://www.dss.virginia.gov/files/division/obi/                      background_investigations/forms/032-02-0151-07-eng.pdf</a>
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	Wisconsin does not have a	All CAN registry	Requests must include the following:

	<b>Availability</b>	<b>Contact Information</b>	<b>Procedure</b>
	<p>central CAN registry, but does have an alternative process for conducting CAN background checks through a county-administered system.</p>	<p>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>	<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 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. 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</p>

	Availability	Contact Information	Procedure
			<p>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>
Wyoming	<p>Yes. See  <a href="http://dfsweb.state.wy.us/centralregistry.html">http://dfsweb.state.wy.us/centralregistry.html</a></p>	<p>Kathy Garcia                      307-777-5894                      kgarci@state.wy.us</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>.                      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.</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