Out-of-State Resource Guide for Child Care Employees and Foster and Adoptive Parents

This resource guide contains contact information and instructions for obtaining background check information from other states and U.S. territories. (References to “states” within this resource guide also apply to U.S. territories).

Things to Know About Out-of-State (OOS) Background Checks

- Each state has its own method of maintaining child abuse and neglect investigation records and criminal history records.
  - Some states have a closed registry and do not release any child abuse or neglect information.
  - Similarly, some states do not perform name-based criminal history checks and require the submission of fingerprints.

- This resource guide is broken down by state:
  - Each state has a section for Out-of-State (OOS) Child Abuse and Neglect Check and OOS Criminal History Check processes.
  - Many states also have different processes for child care employees and foster and adoptive parents, so refer to the section for that state.

- Many states require that the CBCU initiates or submits the request for a background check. Please follow the steps as outlined in this resource guide and contact the CBCU with any questions.

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Alabama

OOS CHILD ABUSE AND NEGLECT CHECK – AL

Alabama has the same process for day care and residential child care employees and volunteers and foster and adoptive purposes. Contact the CBCU to start the background check process.

Follow the steps below to request a Child Abuse and Neglect Check from Alabama:

1) Contact the CBCU to start the background check process:
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts
2) Provide the following information to the CBCU:
   - Your name and Social Security Number
   - Name and Date of Birth of current and former spouse(s)
   - Name and Date of Birth of each child in your family
   - Alabama counties in which you previously lived
3) After the CBCU sends you the request form by email, print out the attached request form
4) Sign and date the request form in blue or black ink in the presence of a witness
5) Have the witness sign and date the request form in blue or black ink
6) Make a copy of the request form
7) Print out the additional document that contains children’s name, if attached. If no additional document needed, please disregard.
8) Send the original request form, copy of the request form, and the additional document with children’s names (if applicable) by mail to:

State of Alabama DHR
Office of Child Protective Services
CA/N Central Registry
50 N Ripley Street
Montgomery, AL 36130

Alabama sends the results to the CBCU.
Contact Information for Alabama Child Abuse and Neglect History

Website: AL Central Registry Clearance

OOS CRIMINAL HISTORY CHECK — AL

Day Care Employees and Volunteers

Alabama requires fingerprints to perform a criminal history check and charges a $25 fee. Complete the request form and send it with payment to Alabama by mail.

Follow the steps below to request a Criminal History Check from Alabama:

1) Fill in the fields of the AL Application to Review Alabama Criminal History Record Information form as follows:

- **Personal Information**
  - Full Name – Enter your first, middle, and last name
  - Sex/Gender – Select the appropriate checkbox
  - Aliases/Nickname – Enter all alternate names. If none, enter “N/A”
  - Applicant Current Address – Enter your current address
  - City – Enter your current city
  - State – Enter your current state
  - Zip Code – Enter your zip code
  - SSN – Enter the person’s SSN
  - Date of Birth – Enter your DOB as mm/dd/yyyy
  - Driver’s License Number – Enter your DL#. If no DL, enter “N/A”.
  - Issuing State – Enter the state that issued the license
  - Race – Select the appropriate checkbox.
  - Home Phone – Enter your home phone #
  - Mobile Phone – Enter your cell phone #
  - Work Phone – Enter your work phone #

- **Work Information**
  - Employer Name – Leave blank
  - Employer Phone – Leave blank
  - Contractor Name – Leave blank
  - Contractor Phone – Leave blank
  - State Agency – Enter “Texas Health and Human Services –CBCU”
  - Agency Phone – Enter “512-919-7968”
  - Work Email Address – Enter “Julianna.Crington@hhsc.state.tx.us”
  - Job Role/Classification – Enter “Child Care Employee”
  - Supervisor Name – Leave blank
  - Select the following checkboxes:
✓ Completed Application signed by applicant and two witnesses OR notarized
✓ The required copy of my valid photo identification
✓ A classifiable copy of my own fingerprints taken by an authorized law enforcement agency as required
✓ Personal Requests Only: The required $25.00 administrative fee

- Affidavit for Release Information
  - I hereby authorize the Alabama Law Enforcement Agency to release any and all criminal history information to – Enter “Texas Health and Human Services -CBCU P.O. Box 149030 Mail Code: 121-7 ATTN: JCrighton Austin, TX 78714-9030”

2) Print out the request form
3) Sign page 1 of the request form either in the presence of:
   - Two witnesses and enter the witnesses names and addresses on the request form OR
   - A notary and have the notary sign the request form
4) Go to a local law enforcement agency and get fingerprinted by following the instructions on Appendix C of the request form
5) Make a copy of your Driver’s License, state ID, or Passport (or other acceptable form of ID as listed on Appendix B of the request form
6) Purchase a cashier’s check or money order in the amount of $25 made payable to: Criminal Records & Identification Unit
7) Send page 1 of the request form, fingerprint card, copy of your ID, and payment by mail to:

   Alabama Law Enforcement Agency
   Criminal Records and Identification Unit
   ATTN: Background Checks
   P.O. Box 1511
   Montgomery, AL 36102-1511

Alabama sends the results to the CBCU in four to five weeks.

Contact Information for Alabama Criminal History
Website: Alabama Law Enforcement Agency
Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

Alaska

OOS CHILD ABUSE AND NEGLECT CHECK – AK

Alaska has the same process for day care and residential child care employees and volunteers and foster and adoptive purposes. Contact the CBCU to start the background check process.

Note: Alaska does not perform Child Abuse and Neglect Checks for people under the age of 16. If the person is between the ages of 14 – 16 years old, no further action is required for this particular check.

Follow the steps below to request a Child Abuse and Neglect Check from Alaska:

1) Contact the CBCU to start the background check process:
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts

2) Provide the following information to the CBCU:
   - Your name and Social Security Number
   - Your place of birth (city, state, and country)

3) After the CBCU sends you the request form by email, fill in the fields as follows:
   - Residency – Enter the number of years and months you were an Alaska resident and the number of years and months you physically lived in Alaska
   - List your previous residences for the last ten years and attach an additional page, if necessary
   - Select No or Yes for the various questions and attach an additional documentation for explanation, if needed.
   - Have you been convicted of a crime or charged with a criminal offense listed as prohibited on the reverse of this form? There is no list of criminal offenses to reference so select No.
4) Print out the request form
5) Sign on the *Household Member Signature* line and date it
6) Send it to the CBCU Inspector by either:
   - Scanning the form and sending it as an email attachment (preferred) with the *Subject* line “**Abuse/Neglect History Request for Alaska**”
   - Faxing it to the CBCU Inspector and enter “Abuse/Neglect History Request for Alaska” on the cover sheet

Alaska sends the results to the CBCU within 30 days.

**Contact Information for Alaska Child Abuse and Neglect History**

Website: [Alaska Office of Children's Services](#)

**OOS CRIMINAL HISTORY CHECK – AK**

**Day Care Employees and Volunteers**

Alaska performs name-based checks for child care licensing purposes and charges a $20 fee. Contact the CBCU to start the background check process.

**Follow the steps below to request a Criminal History Check from Alaska:**

1) Contact the CBCU to start the background check process:
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: [Centralized Background Check Unit Contacts](#)
2) Provide the CBCU with your name and Social Security Number
3) After the CBCU sends you the request form by email, print out the request form
4) Sign and date the form in the **Subject Name** box
5) Sign and date the bottom of page 1
6) Write a check or money order in the amount of $20 made payable to: State of Alaska
7) Send the request form and payment by mail to:

   **Criminal Records and Identification Bureau**
   5700 E. Tudor Road
   Anchorage, AK 99507
Alaska sends the results to the CBCU by fax.

**Contact Information for Alaska Criminal History**

Website: [Alaska Background Check Requests](#)

**Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members**

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

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### Arizona

**OOS CHILD ABUSE AND NEGLECT CHECK – AZ**

**Day Care or Residential Child Care Employees and Volunteers**

Arizona requires the CBCU to submit the request. Contact the CBCU to start the background check process.

**Note:** Arizona does not perform Child Abuse and Neglect Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.

**Follow the steps below to request a Child Abuse and Neglect Check from Arizona:**

1) Contact the CBCU to start the background check process:
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: [Centralized Background Check Unit Contacts](#)

2) Provide the CBCU with your name and Social Security Number

3) After the CBCU sends you the request form by email, fill in the fields in the middle of the request form related to questions about any child abuse or neglect history in Arizona
4) Print out the form and sign and date it
5) Send the request form to the CBCU by either:
   - Scanning the form and sending it as an email attachment (preferred) with the Subject line: “Abuse/Neglect History Request for Arizona”
   - Faxing it to the CBCU and entering “Abuse/Neglect History Request for Arizona” on the cover sheet

Arizona sends the results to the CBCU by email.

Contact Information for Arizona Child Abuse and Neglect History
Website: AZ Request DCS Information

Foster or Adoptive Home Applicants or Household Members
Arizona requires the CBCU to submit the request. Contact the CBCU to start the background check process.

Note: Arizona does not perform Child Abuse and Neglect Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.

Follow the steps below to request a Child Abuse and Neglect Check from Arizona:

1) Contact the CBCU to start the background check process.
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts
2) Provide the CBCU with your name and Social Security Number
3) After the CBCU sends you the request form by email, enter the name and date of birth of each child in the home
4) Print out the request form and have each adult listed on the form sign and date it
5) Send the request form to the CBCU by either:
   - Scanning the form and sending it as an email attachment (preferred) with the Subject line: “Abuse/Neglect History Request for Arizona”
Faxing it to the CBCU and entering “Abuse/Neglect History Request for Arizona” on the cover sheet

Arizona sends the results to the CBCU by email.

Contact Information for Arizona Child Abuse and Neglect History
Website: AZ Request DCS Information

OOS CRIMINAL HISTORY CHECK – AZ

Day Care Employees and Volunteers
The Arizona Department of Public Safety does not process background checks for employment purposes. The CBCU clears these background checks in our system so no further action is required.

Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants or Household Members
An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

Arkansas

OOS CHILD ABUSE AND NEGLECT CHECK – AR
Arkansas has the same process for child care employees and foster and adoptive home purposes. Arkansas does not charge a fee if the CBCU submits the request. Contact the CBCU to start the background check process.

Follow the steps below to request a Child Abuse and Neglect Check from Arkansas:

1) Contact the CBCU to start the background check process.
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts

2) Provide the CBCU with your name and Social Security Number

2) After the CBCU sends you the request form by email, print out the request form and sign it in the presence of a notary. (The notary can scratch out the Arkansas information in that section of the form)

3) Return the request form to the CBCU by either:
   ▪ Scanning the form and sending it as an email attachment (preferred) with the Subject line: “Abuse/Neglect History Request for Arkansas”
   ▪ Faxing it to the CBCU and entering “Abuse/Neglect History Request for Arkansas” on the cover sheet

Arkansas sends the results to the CBCU by email.

Contact Information for Arkansas Child Abuse and Neglect History

Website: AR DHS Child Care Licensing

OOS CRIMINAL HISTORY CHECK – AR

Day Care Employees and Volunteers

Arkansas performs name-based checks for child care licensing purposes and charges a $25 fee. Contact the CBCU to start the background check process.

Follow the steps below to request a Criminal History Check from Arkansas:

1) Contact the CBCU to start the background check process.
   ▪ Email: CBCUBackgroundChecks@dfps.state.tx.us
   ▪ Fax: 512-339-5871
   ▪ Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts

2) Provide the CBCU with your name and Social Security Number

3) After the CBCU sends you the request form by email, print out the request form and sign it in the presence of a notary.

4) Write a check or money order in the amount of $25 made payable to: Arkansas State Police

5) Address an empty stamped envelope to:
Arkansas sends the results to the CBCU by mail.

**Contact Information for Arkansas Criminal History**

Website: [AR Criminal Background Check System](#)

**Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members**

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

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**California**

**OOS CHILD ABUSE AND NEGLECT CHECK – CA**

**Day Care or Residential Child Care Employees or Volunteers**

California currently does not have a process to provide background checks for child care employees in other states. The CBCU clears these background checks in our system so no further action is required.

**Foster or Adoptive Home Applicants and Household Members**

California requires the request to be submitted by the CBCU or the Child Placing Agency. Contact the CBCU or the Child Placing Agency to begin this background check process.
**Note:** California does not perform Child Abuse and Neglect Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.

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**Follow the steps below to request a Child Abuse and Neglect Check from California:**

1) Contact the CBCU to start the background check process.
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts

3) Provide the CBCU with your name and Social Security Number

2) After the CBCU sends you the request form by email, print out the request form and sign it in the presence of a notary. (The notary can scratch out the Arkansas information in that section of the form)

3) Return the request form to the CBCU by either:
   - Scanning the form and sending it as an email attachment (preferred) with the *Subject* line: “Abuse/Neglect History Request for California”
   - Faxing it to the CBCU and entering “Abuse/Neglect History Request for California” on the cover sheet

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California sends the results to the CBCU by email.

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**Contact Information for California Child Abuse and Neglect History**

Website: California Out-of-State Foster & Adoption Agencies

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**OOS CRIMINAL HISTORY CHECK – CA**

**Day Care Employees and Volunteers**

California currently does not have a process to provide background checks for child care employees in other states. The CBCU clears these background checks in our system so no further action is required.
Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

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**Colorado**

**OOS CHILD ABUSE AND NEGLECT CHECK – CO**

**Day Care or Residential Child Care Employees and Volunteers**

Colorado currently does not have a process to provide background checks for child care employees in other states. The CBCU clears these background checks in our system so no further action is required.

**Foster or Adoptive Home Applicants and Household Members**

Colorado requires the request form to be typewritten and rejects incomplete, handwritten, or unsigned requests. Contact the CBCU to start the background check process.

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**Follow the steps below to request a Child Abuse and Neglect Check from Colorado:**

1) Contact the CBCU to start the background check process.
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: [Centralized Background Check Unit Contacts](#)

2) Provide the CBCU with the following information:
   - Your name and Social Security Number
   - Previous address in Colorado
   - Full name, maiden and alternate names, date of birth, sex, race, and Social Security # of your spouse, if applicable
   - Full names, dates of birth, and sex of your children (including adult children), if applicable

3) After the CBCU sends you the request form by email, print out the request form and sign it in two places
4) Write a check or money order in the amount of $35 made payable to:
   CDHS – BIU Records and Reports
5) Send the request form and payment by mail to:
   CDHS Child Abuse and Neglect Records Check
   Division of Early Care and Learning, CDHS
   1575 Sherman Street, 1st Floor
   Denver, CO 80203-1714

Colorado sends the results to the CBCU by mail.

**Contact Information for Colorado Child Abuse and Neglect History**
Website: [Colorado Department of Human Services Background Checks](http://www.colorado.gov/humanservices/backgroundchecks)

**OOS CRIMINAL HISTORY CHECK – CO**

**Day Care Employees and Volunteers**
The CBCU does not require a separate criminal history check from Colorado due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.

**Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members**
An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

**Commonwealth of Northern Mariana Islands**

**OOS CHILD ABUSE AND NEGLECT CHECK – CNMI**
The Commonwealth of Northern Mariana Islands has the same process for child care employees and foster and adoptive homes. Contact the CBCU to start the background check process.
Follow the steps below to request a Child Abuse and Neglect Check from the Commonwealth of Northern Mariana Islands:

1) Contact the CBCU to start the background check process.
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts

2) Provide the CBCU with your name and Social Security Number

CNMI sends the results to the CBCU by email.

OOS CRIMINAL HISTORY CHECK – CNMI

Day Care Employees and Volunteers
The Commonwealth of Northern Mariana Islands performs a name-based criminal history check and requires the CBCU to submit the request. Contact the CBCU to start the background check process.

Follow the steps below to request a Criminal History Check from the Commonwealth of Northern Mariana Islands:

1) Contact the CBCU to start the background check process.
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts

2) Provide the CBCU with your name and Social Security Number

CNMI sends the results to the CBCU by email.

Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members
An Out-of-State criminal history check is not required for people in these roles. No further action is needed.
Connecticut

OOS CHILD ABUSE AND NEGLECT CHECK – CT

Day Care or Residential Care Employees and Volunteers

Connecticut requires the CBCU to submit the request. Contact the CBCU to start the background check process.

Follow the steps below to request a Child Abuse and Neglect Check from Connecticut:

1) Contact the CBCU to start the background check process:
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts

2) Provide the CBCU with your name and Social Security Number

3) After the CBCU sends you the request form by email, fill in the fields in the request form as follows:
   - Applicant Address – Enter your current address and the number of years and months you have lived at that residence
   - List All Previous Applicant Address(es) for the Last Five Years - Enter previous addresses
   - Other Names I have Used – Enter any alternate name, DOB, and SSN you have used. If you have not alternate names, enter “N/A”.
   - Name of Spouses/Other Adults in the Home – Enter the name and date of birth of other adults in the home
   - Names of ALL Children – Enter the name, date of birth, and select the gender for all of your children (in or out of the home)
   - Answer the questions regarding DCF investigation history in Connecticut

4) Sign and date the request form by either:
   - Creating a Digital ID and electronically signing the form (see Digital IDs FAQ)
   - Printing out the request form and writing your signature

5) Have any adults living in the home sign and date the request form on the line next to his or her name

6) Send the request form to the CBCU by either:
   - Scanning the form and sending it as an email attachment (preferred) with the Subject line: “Abuse/Neglect History Request for Connecticut”
Faxing it to the CBCU and entering “Abuse/Neglect History Request for Connecticut” on the cover sheet

Connecticut sends the results to the CBCU by email.

**Contact Information for Connecticut Child Abuse and Neglect History**
Website: [CT Background Checks](#)

**Foster or Adoptive Home Applicants and Household Members**
Connecticut requires the CBCU or Child Placing Agency to submit the request. Contact the CBCU to start the background check process.

**Follow the steps below to request a Child Abuse and Neglect Check from Connecticut:**

1) Contact the CBCU to start the background check process:
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: [Centralized Background Check Unit Contacts](#)

2) Provide the CBCU with your name and Social Security Number

3) After the CBCU sends you the request form by email, fill in the fields in the request form as follows:
   - **Applicant Address** – Enter your current address and the number of years and months you have lived at that residence
   - **Previous Address(es)/List All for the Last Five Years** - Enter previous addresses
   - **Other Names I have Used** – Enter any alternate name, DOB, and SSN you have used. If you have not alternate names, enter “N/A”.
   - **Name of Spouses/Other Adults in the Home** – Enter the name and date of birth of other adults in the home and select the Yes or No checkbox to indicate whether that person had a Connecticut background check in the last two years
   - **Names of ALL Children** – Enter the name, date of birth, and select the gender for all of your children (in or out of the home)

4) Sign and date the request form by either:
- Creating a Digital ID and electronically signing the form (see Digital IDs FAQ)
- Printing out the request form and writing your signature

5) Send the request form to the CBCU by either:
   - Scanning the form and sending it as an email attachment (preferred) with the Subject line: “Abuse/Neglect History Request for Connecticut”
   - Faxing it to the CBCU and entering “Abuse/Neglect History Request for Connecticut” on the cover sheet

Connecticut sends the results to the CBCU by email.

Contact Information for Connecticut Child Abuse and Neglect History
Website: CT Background Checks

OOS CRIMINAL HISTORY CHECK – CT

Day Care Employees and Volunteers
Connecticut performs a name-based criminal history check for a $36 fee. Complete the request form and send it to Connecticut by mail.

Follow the steps below to request a Criminal History Check from Connecticut:

1) Fill in the fields of the CT Criminal History Record Request Form as follows:
   - Select the checkbox for CT Only search by Name/Date of Birth
   - Name of Requester – Enter “Texas Health and Human Services – CBCU”
   - Date – Enter today’s date
   - Requester Address – Enter “P.O. Box 149030 Mail Code: 121-7”
   - City – Enter “Austin”
   - State – Enter “TX”
   - Zip – Enter “78714”
   - Phone Number – Enter “512-919-7968”
   - E-Mail Address – Enter “CBCUBACKGROUNDCHECKS@DFPS.STATE.TX.US”
   - Subject’s Last Name – Enter your last name
   - First – Enter your first name
   - Middle – Enter your middle name
   - Date of Birth – Enter your DOB
List any alias or maiden names and dates of births used – Enter any alternate names you have used
2) Print out the request form and sign and date it
3) Write a check or money order in the amount of $36 made payable to: Treasurer-State of CT
4) Send the request form and payment by mail to:

DESPP-SPBI
1111 Country Club Road
Middletown, CT 06457-2389

Connecticut sends the results to the CBCU by email.

Contact Information for Connecticut Criminal History
Website: CT Reports and Records

Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members
An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

Delaware

OOS CHILD ABUSE AND NEGLECT CHECK – DE
Delaware has the same process for child care employees and foster and adoptive home purposes. Complete the request form and submit it to the CBCU by email.

Follow the steps below to request a Child Abuse and Neglect Check from Delaware:

1) Save the DE Consent to Release Child Protection Registry Application form to your computer to enable the Fill & Sign feature or print out the request form and fill in the fields as follows (use print):
   - Part I
Enter your last, first, and middle name on the first line

Other Name(s) Used – Enter all alternate names used. If none, enter "N/A".

DE Driver’s License # – Enter your Delaware DL #. If you do not have a Delaware license, enter ”N/A”.

Social Security # – Enter your SSN

Date of Birth – Enter your DOB as mm/dd/yyyy

Gender – Enter M for male or F for female

Race – Enter your race

Address – Enter your current address

Answer the question regarding the Delaware child protection registry and provide details if you are on the registry

Part II

Enter your last, first, and middle name on the first line

- Child Care
- Foster Care/Adoption

Requesting Agency Name – Enter “Texas Health and Human Services – CBCU”

Address – Enter “P.O. Box 149030 Mail Code: 121-7 Austin, TX 78714-9030”

Phone – Enter “512-919-7968”

Fax – Enter “512-339-5871”

Contact Person – Enter “Julianna Crighton”

Contact E-Mail – Enter “Julianna.Crighton@hhsc.state.tx.us”

2) Send the request form to the CBCU by either:

- Scanning the form and sending it as an email attachment to CBCUBackgroundChecks@dfps.state.tx.us (preferred) with the Subject line: “Abuse/Neglect History Request for Delaware”
- Faxing it to 512-339-5871 and enter “Abuse/Neglect History Request for Delaware” on the cover sheet

Delaware sends the results to the CBCU by email within 15 business days.

Contact Information for Delaware Child Abuse and Neglect History

Website: DE Adam Walsh Child Protection and Safety Act
OOS CRIMINAL HISTORY CHECK – DE

Day Care Employees and Volunteers

Delaware requires the submission of fingerprints and charges a $52 fee. Complete the request form and submit it with your fingerprints and payment to Delaware by mail.

Follow the steps below to request a Criminal History Check from Delaware:

1) Contact the CBCU to start the background check process:
   ▪ Email: CBCUBackgroundChecks@dfps.state.tx.us
   ▪ Fax: 512-339-5871
   ▪ Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts

2) Provide the CBCU with your name and Social Security Number

3) After the CBCU sends you the authorization letter by email, print out the letter and sign it and date it

4) Go to a local law enforcement agency and request to be fingerprinted using FBI Fingerprint Applicant Card Form FD-258

5) Fill in the fields on the FD-258 fingerprint card to include your:
   ▪ Name
   ▪ Any Aliases or alternate names
   ▪ Address
   ▪ Date of birth
   ▪ Social Security Number
   ▪ Sex
   ▪ Race
   ▪ Height
   ▪ Weight
   ▪ Eye color
   ▪ Hair color
   ▪ Place of birth
   ▪ Signature
   ▪ Reason Fingerprinted – Enter “Child Care Licensing”

6) Purchase a money order in the amount of $52 made payable to: Delaware State Police

7) Send the authorization letter, fingerprint card, and payment by mail to:

   Delaware State Police
   State Bureau of Identification
   P.O. Box 430
   Dover, DE 19903
Delaware sends the results to the CBCU by mail.

If Delaware sends the results to you, please forward them to the CBCU by either:

- Scanning the results and sending them as an email attachment to CBCUBackgroundChecks@dfps.state.tx.us (preferred) with the Subject line: “Criminal History Results for Delaware”
- Faxing it to 512-339-5871 and enter “Criminal History Results for Delaware” on the cover sheet

**Contact Information for Delaware Criminal History**

Website: Delaware State Police

**Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members**

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

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**District of Columbia**

**OOS CHILD ABUSE AND NEGLECT CHECK — DC**

The District of Columbia (D.C.) has the same process for child care employees and foster and adoptive home purposes. Complete the request form and submit it to the District of Columbia by mail.

**Follow the steps below to request a Child Abuse and Neglect Check from the District of Columbia:**

1) Save the [DC Request for a Child Protection Register Check](#) form to your computer to enable the Fill & Sign feature or print out the request form and fill in the fields as follows (use print):

  - **Part I: Requesting Organization/Employer Information**
    - **Request Date** – Enter today’s date
    - **Requestor Type** – Select Government Agency
o **Purpose** – Select the appropriate checkbox based on your role:
  - *Foster/Adoptive/Kinship Home Licensing* – For foster and adoptive parents and household members
  - *New Hire/Volunteer* – For child care employees and volunteers

o **Requesting Organization/Employer Contact Information**
  - **Attention To** – Enter “Julianna Crighton”
  - **Requesting Organization** – Enter “Texas Health and Human Services – CBCU”
  - **Requestor Address** – Enter “P.O. Box 149030 Mail Code 121-7 Austin, TX 78714-9030”
  - **Requestor Phone #** – Enter “512-919-7968”
  - **Fax** – Enter “512-276-3714”
  - **Email** – Enter “Julianna.Crighton@hhsc.state.tx.us”
  - **Preferred method for receiving CPR check results** – Select the checkbox for **Email (encrypted)**

- **Part II:**
  o **Applicant Information**
    - **Last Name** – Enter your last name
    - **First Name** – Enter your first name
    - **Full Middle Name** – Enter your middle name. If none, enter “No middle name”.
    - **Date of Birth** – Enter your DOB as mm/dd/yyyy
    - **Social Security Number** – Enter your SSN. If you do not have an SSN but have a USCIS/Alien Registration ID #, enter that.
    - **Gender** – Select the appropriate checkbox
    - **Other Names Used** – Enter all alternate names you have used

  o **Household Information** – List each person who currently lives with you by name, date of birth, and his or her relationship to you

  o **Current Address** – Enter your address

  o **Previous Address:**
    - If you are a child care employee or volunteer, list all previous addresses for the last five years and the approximate month and year you moved in and out of each residence
    - If you are a foster/adoptive parent or household member, list all previous addresses from the age of 18 and the approximate month and year you moved in and out of each residence
2) Print out the request form and sign your name in the presence of a notary
3) Have the notary sign and seal the request form
4) Send the request form by mail to:

   Child and Family Services Agency  
   ATTN: Child Protection Register Unit  
   200 I Street SE, 3rd Floor  
   Washington, DC 20003

The District of Columbia sends the results to the CBCU.

**Contact Information for District of Columbia Child Abuse and Neglect History**

Website: [DC Child and Family Services Agency](#)

**OOS CRIMINAL HISTORY CHECK – DC**

**Day Care Employees and Volunteers**

The District of Columbia performs a name-based criminal history check for a $7 fee. Contact the CBCU to start the background check process.

**Note:** The District of Columbia does not perform Criminal History Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.

**Follow the steps below to request a Criminal History Check from the District of Columbia:**

1) Contact the CBCU to start the background check process.
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts

2) Provide the CBCU with your name and Social Security Number

3) After the CBCU sends you the request letter by email, print out the request letter and sign it in the presence of a notary

4) Have the notary sign and seal the request letter

5) Purchase a money order in the amount of $7 made payable to:
   - DC Treasurer
6) Address a stamped envelope to:

Texas Health and Human Services – CBCU
P.O. Box 149030 Mail Code: 121-7 ATTN: JCrighton
Austin, TX 78714-9030

7) Send the request letter, addressed and stamped envelope, and payment by mail to:

Metropolitan Police Department
Criminal History Section
300 Indiana Avenue, NW, Room 1075
Washington, DC 20001

The District of Columbia sends the results to the CBCU by mail within six weeks.

Contact Information for District of Columbia Criminal History

Website: DC Metropolitan Police Department

Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

Florida

OOS CHILD ABUSE AND NEGLECT CHECK – FL

Day Care or Residential Care Employees and Volunteers

Florida requires the CBCU to submit the request. Complete the request form and send it to the CBCU by email. The CBCU submits the competed request form to Florida.

Note: If your permanent address is in Florida, enter your temporary Texas address as your current address on the request form (such as your work, hotel, or dorm address). If you do not have a temporary address in Texas, you must submit a Public Records Request online and send the results to the CBCU by email to
Follow the steps below to request a Child Abuse and Neglect Check from Florida:

1) Save the Out-of-State: Child Welfare Record Request for Child Care Personnel Employment form to your computer to enable the Fill & Sign feature or print out the request form and fill in the fields as follows (use print):
   - Enter your name on the top line
   - Enter your phone # in the field above the first box
   - Enter your SSN, DOB, Race, Sex, and any Prior Names used
   - Enter your current non-Florida address and two previous addresses in Florida, with the approximate month and year you moved in and out of each residence
   - Select the checkbox for Employment in child care

2) Sign your name above the first box and date it

3) Send the request form to the CBCU either by:
   - Scanning the form and sending it as an email attachment to CBCUBackgroundChecks@dfps.state.tx.us (preferred) with the Subject line: “Abuse/Neglect History Request for Florida”
   - Faxing it to 512-339-5871 and enter “Abuse/Neglect History Request for Florida” on the cover sheet

Florida sends the results to the CBCU by email.

Contact Information for Florida Child Abuse and Neglect History
Website: Florida Records Requests & Public Records

Foster or Adoptive Home Applicants and Household Members
Florida requires the CBCU to submit the request. Complete the request form and send it to the CBCU by email. The CBCU submits the competed request form to Florida.

Note: If your permanent address is in Florida, enter your temporary Texas address as your current address on the request form (such as your work, hotel, or dorm address). If you do not have a temporary address in Texas, you must submit a Public Records
Request online and send the results by email to the CBCU with the Subject line: “Abuse/Neglect History Results for Florida”

Follow the steps below to request a Child Abuse and Neglect Check from Florida:

1) Save the Out-of-State: Child Welfare Record Request for Foster Placements form to your computer to enable the Fill & Sign feature or print out the request form and fill in the fields as follows (use print):
   ▪ Enter your name on the top line
   ▪ Enter your SSN, DOB, Race, Sex, and any Prior Names used
   ▪ Enter your current non-Florida address and two previous addresses in Florida, with the approximate month and year you moved in and out of each residence

2) Sign your name above the first box and date it

3) Send the request form to the CBCU by either:
   ▪ Scanning the form and sending it as an email attachment to CBCUBackgroundChecks@dfps.state.tx.us (preferred) with the Subject line: “Abuse/Neglect History Request for Florida”
   ▪ Faxing it to 512-339-5871 and enter “Abuse/Neglect History Request for Florida” on the cover sheet

Florida sends the results to the CBCU by email.

Contact Information for Florida Child Abuse and Neglect History

Florida Records Requests & Public Records

OOS CRIMINAL HISTORY CHECK – FL

Day Care Employees and Volunteers

The CBCU does not require a separate criminal history check from Florida due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.
Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

Georgia

OOS CHILD ABUSE AND NEGLECT CHECK – GA

Day Care or Residential Care Employees and Volunteers

Georgia requires the CBCU to submit the request. Contact the CBCU to start the background check process.

Follow the steps below to request a Child Abuse and Neglect Check from Georgia:

1) Contact the CBCU to start the background check process.
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts

2) Provide the CBCU with your name and Social Security Number

Georgia sends the results to the CBCU by email within two to three weeks.

Contact Information for Georgia Child Abuse and Neglect History

Website: Georgia Child Abuse Registry - CPSIS

Foster or Adoptive Home Applicants and Household Members

Georgia requires the CBCU to submit the request. Contact the CBCU to start the background check process.
Follow the steps below to request a **Child Abuse and Neglect Check from Georgia**:

1) Contact the CBCU to start the background check process.
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: [Centralized Background Check Unit Contacts](#)

2) Provide the CBCU with the following information:
   - Your name and Social Security Number
   - Your previous four addresses

3) After the CBCU sends you the request form by email, print out the request form and sign it and date it

4) Return the request form to the CBCU by either;
   - Scanning the form and sending it as an email attachment to CBCUBackgroundChecks@dfps.state.tx.us (preferred) with the Subject line: “Abuse/Neglect History Request for Georgia”
   - Faxing it to 512-339-5871 and enter “Abuse/Neglect History Request for Georgia” on the cover sheet

Georgia sends the results to the CBCU by email.

**Contact Information for Georgia Child Abuse and Neglect History**

Website: [Georgia Child Abuse Registry - CPSIS](#)

**OOS CRIMINAL HISTORY CHECK – GA**

**Day Care Employees and Volunteers**

The CBCU does not require a separate criminal history check from Georgia due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.

**Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members**

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.
OOS CHILD ABUSE AND NEGLECT CHECK – HI

Hawaii has the same process for child care employees and foster and adoptive home purposes. Complete the request form and submit it the CBCU by email.

Follow the steps below to request a Child Abuse and Neglect Check from Hawaii:

1) Save the HI Protective Service Central Registry Consent form to your computer to enable the Fill & Sign feature or print out the request form and fill in the fields as follows (use print):
   - Enter your name on the first line
   - Name of Individual or Organization – Enter “Texas Health and Human Services – CBCU”
   - Relationship – Enter the appropriate option:
     - “Child Care Licensing
     - Foster/Adoption”
   - Address – Enter “P.O. Box 149030 Mail Code: 121-7 Austin, TX 78714-9030”
   - Phone Number – Enter “512-919-7968”
   - My Date of Birth – Enter your DOB
   - My Social Security Number – Enter the your SSN
   - Any Alias, Former Name, Including Maiden Name – Enter all alternate names you have used

2) Send the request form to the CBCU by either:
   - Scanning the form and sending it as an email attachment to CBCUBackgroundChecks@dfps.state.tx.us (preferred) with the Subject line: “Abuse/Neglect History Request for Hawaii”
   - Faxing it to 512-339-5871 and enter “Abuse/Neglect History Request for Hawaii” on the cover sheet

Hawaii sends the results to the CBCU by email.

Contact Information for Hawaii Child Abuse and Neglect History

Website: Hawaii CPS Central Registry
OOS CRIMINAL HISTORY – HI

Day Care Employees and Volunteers

The CBCU does not require a separate criminal history check from Hawaii due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.

Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

Idaho

OOS CHILD ABUSE AND NEGLECT CHECK – ID

Idaho has the same process for child care employees and foster and adoptive home purposes. Complete the request form and submit it to Idaho by mail.

Follow the steps below to request a Child Abuse and Neglect Check from Idaho:

1) Fill in the fields of the ID Child Protection Registry Check Form as follows:

- **Person Being Checked Out**
  - Last Name – Enter the your last name
  - First Name – Enter the your first name
  - Maiden/Former Name(s)/Aliases – Enter all alternate names you have used
  - Date of Birth – Enter the your DOB
  - Social Security Number – Enter your SSN

- **Agency Information**
  - Licensing Agency/Employer Name – Enter “Texas Health and Human Services –CBCU”

- **Return Results To**
  - Name – Enter “Texas Health and Human Services –CBCU ATTN: JCrighton”
  - Street/PO Box – Enter “P.O. Box 149030 Mail Code: 121-7”
  - City/State/Zip – Enter “Austin, TX 78714-9030”
Email – Enter “CBCUBackgroundChecks@dfps.state.tx.us”
Fax Number – Enter “512-339-5871”

- **Reason for Request** – Select the appropriate checkbox based on your role
  - Foster Care/Adoption/ICPC – If you are a foster or adoptive parent or household member in a foster/adoptive home
  - Child Care Employment – If you are a child care employee, volunteer, or household member in a child care home

2) Print out the request form and sign it in the presence of a notary
3) Write a check or money order in the amount of $20 made payable to: Idaho Department of Health and Welfare”
4) Send the request form and payment by mail to:

<table>
<thead>
<tr>
<th>IDHW – Criminal History Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATTN: CWIS</td>
</tr>
<tr>
<td>P.O. Box 83720</td>
</tr>
<tr>
<td>Boise, ID 83720</td>
</tr>
</tbody>
</table>

Idaho sends the results the CBCU by email.

*Contact Information for Idaho Child Abuse and Neglect History*

Website: Idaho Criminal History Unit

**OOS CRIMINAL HISTORY – ID**

**Day Care Employees and Volunteers**

The CBCU does not require a separate criminal history check from Idaho due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.

**Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members**

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.
Illinois has the same process for child care employees and foster and adoptive home purposes. Complete the request form and submit it to Illinois by email or fax.

**Follow the steps below to request a Child Abuse and Neglect Check from Illinois:**

1) Fill in the fields of the [IL Authorization for Background Check](#) as follows:
   - **Name** – Enter your last, first, and middle name
   - **Date of Birth** – Enter your DOB as mm/dd/yyyy
   - **Gender** – Select the appropriate checkbox
   - **Race** – Enter your race
   - **Current Address** – Enter your current mailing address
   - List all previous addresses in Illinois and the months and years in which you resided at each address
   - List all maiden names, nicknames, and alternate names you have used
   - **Submitting Agency Fax Number** – Enter “512-339-5871”
   - **Submitting Email Address** – Enter “CBCUBackgroundChecks@dfps.state.tx.us”
   - **Agency Name** – Enter “Texas Health and Human Services – CBCU”
   - **Contact Person** – Enter "Julianna Crighton"
   - **Address** – Enter “P.O. Box 149030 Mail Code: 121-7”
   - **City/State/Zip** – Enter: “Austin, Texas 78714-9030”

2) Print out the request form
3) Send the request form to Illinois by either:
   - Scanning it and sending it as an email attachment to [CFS689Background@illinois.gov](mailto:CFS689Background@illinois.gov) with the **Subject** line: “Out-of-State Request”
   - Faxing it to 217-782-3991 and enter “Out-of-State Request” on the cover sheet

Illinois sends the results to the CBCU by email.
Contact Information for Illinois Child Abuse and Neglect History
Website: IL Provider Background Checks

OOS CRIMINAL HISTORY – IL

Day Care Employees and Volunteers
Illinois processes name-based criminal history checks and charges a $16 fee. Contact the CBCU to start the background check process.

Follow the steps below to request a Child Abuse and Neglect Check from Illinois:

1) Contact the CBCU to start the background check process.
   ▪ Email: CBCUBackgroundChecks@dfps.state.tx.us
   ▪ Fax: 512-339-5871
   ▪ Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts

2) After the CBCU sends you the request form by email, sign and date the request form

3) Write out a check or money order in the amount of $16 made payable to: Illinois State Police

4) Enter the transaction number listed on the request form in the memo field of the check or money order

5) Send the request form and the payment by mail to:

   Illinois State Police
   Bureau of Identification
   260 North Chicago Street
   Joliet, IL 60432-4075

Contact Information for Illinois Criminal History
Website: IL Criminal History Background Checks
Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

Indiana

OOS CHILD ABUSE AND NEGLECT CHECK – IN

Indiana has an online portal to process background checks for child care employees and foster and adoptive home purposes. CBCU must initiate the request and Indiana sends a link for you to complete the request online. Contact the CBCU to start the background check process.

Follow the steps below to request a Child Abuse and Neglect Check from Indiana:

1) Contact the CBCU to start the background check process.
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts

2) Provide the CBCU with your name and Social Security Number

3) Indiana will send you two email messages from KidTraks@dcs.in.gov:
   - One message contains a link
   - One message contains a password
   (May need to check your Spam or Junk folder)

4) Use the link and the password to access the Indiana system online and fill in the fields of the request form
   **Note:** You will need to list all of your addresses from 1/1/1988 or from your Date of Birth (if born after 1988). If you are unsure about exact dates, just estimate as best you can. The dates must be continuous and there cannot be any gaps. If you cannot remember the exact address for a particular timeframe, list the city and state and approximate dates of residence.

5) Indiana will notify the CBCU that you have completed the request form and we will review it and submit it for processing
Indiana notifies the CBCU when the results are available in the online portal.

Contact Information for Indiana Child Abuse and Neglect History
Website: Indiana CPI/CPS Portal

OOS CRIMINAL HISTORY — IN
Day Care Employees and Volunteers
Indiana processes name-based criminal history checks for child care employees and requires the CBCU to submit the request. Contact the CBCU to start the background check process.

Follow the steps below to request a Criminal History Check from Indiana:

1) Contact the CBCU to start the background check process.
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts

2) Provide the CBCU with the following information:
   - Your name and Social Security Number
   - Your last address in Indiana and other previous Indiana addresses in the last five years along with the approximate months and year you moved in and out of each residence

3) After the CBCU sends you the request form by email, print out the request form and sign it and date it (at the bottom of the middle section)
   Note: A parent or guardian signature is also required for anyone under the age of 18

4) Return the request form to the CBCU by either:
   - Scanning the form and sending it as an email attachment to CBCUBackgroundChecks@dfps.state.tx.us (preferred) with the Subject line: “Criminal History Request for Indiana”
   - Faxing it to 512-339-5871 and enter “Criminal History Request for Indiana” on the cover sheet
Indiana sends the results to the CBCU by email.

*Contact Information for Indiana Criminal History*
Website: Indiana Background Check Requirements

**Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members**
An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

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**Iowa**

**OOS CHILD ABUSE AND NEGLECT CHECK – IA**
Iowa has the same process for child care employees and foster and adoptive home purposes. Iowa requires the CBCU to submit the request. Contact the CBCU to start the background check process.

**Follow the steps below to request a Child Abuse and Neglect Check from Iowa:**

1) Contact the CBCU to start the background check process.
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts
2) Provide the CBCU with your name and Social Security Number

Iowa sends the results to the CBCU by email.

*Contact Information for Iowa Child Abuse and Neglect History*
Website: Iowa Child Care Out-of-State Requests for Information
**OOS CRIMINAL HISTORY – IA**

**Day Care Employees and Volunteers**

The CBCU does not require a separate criminal history check from Iowa due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.

**Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members**

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

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**Kansas**

**OOS CHILD ABUSE AND NEGLECT CHECK – KS**

Kansas has the same process for child care employees and foster and adoptive home purposes. Kansas does not charge a fee for requests submitted by state agencies. Contact the CBCU to start the background check process.

**Follow the steps below to request a Child Abuse and Neglect Check from Kansas:**

1) Fill in the fields of the KS Child Abuse and Neglect Central Registry Release of Information request form, as follows:
   - **Contact Person** – Enter “Julianna Crighton”
   - **Agency/Org** – Enter “Texas Health and Human Services –CBCU”
   - **Phone #** – Enter “512-919-7968”
   - **Address** – Enter “P.O. Box 149030 Mail Code: 121-7”
   - **Email** – Enter “Julianna.Crighton@hhsc.state.tx.us”
   - **City/State/Zip** – Enter “Austin, TX 78714-9030”
   - **Return Results by** – Select the checkbox for Encrypted email
   - **Payment/Account Information** – Select the checkbox for Exempt
   - **First, Middle, Last Name** – Enter your first, middle, and last name
   - Select both Yes checkboxes indicating permission to release the information to the CBCU annually
   - **Other Names Used** – Enter all alternate names you have used. If you have no alternate names, enter “N/A”.
   - **Date of Birth** – Enter your DOB
   - **Race** – Enter your race
- **Social Security #** – Enter your SSN
- **Gender** – Select the appropriate checkbox
- **Current Address** – Enter your current address
- **City, State, Zip** – Enter your city, state, and zip code
- **Phone** – Enter your phone #
- **Email** – Enter your email address

2) Print out the request form and sign and date it
3) Send the request form to the CBCU by either:
   - Scanning the form and sending it as an email attachment to CBCUBackgroundChecks@dfps.state.tx.us (preferred) with the Subject line: “Abuse/Neglect History Request for Kansas”
   - Faxing it to 512-339-5871 and enter “Abuse/Neglect History Request for Kansas” on the cover sheet

Kansas sends the results to the CBCU by email within one to two business days.

**Contact Information for Kansas Child Abuse and Neglect History**

Website:
- Child Care: KS Child Abuse and Neglect Central Registry
- Foster/Adoption: KS Adam Walsh Central Registry Requests

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**OOS CRIMINAL HISTORY – KS**

**Day Care Employees and Volunteers**

The CBCU does not require a separate criminal history check from Kansas due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.

**Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members**

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.
OOS CHILD ABUSE AND NEGLECT CHECK – KY
Day Care or Residential Care Employees and Volunteers

Kentucky processes background checks for child care employees and charges a $10 fee. Complete the request form and send it to Kentucky by mail.

Follow the steps below to request a Child Abuse and Neglect Check from Kentucky:

1) Save the KY Central Registry Check form to your computer to enable the Fill & Sign feature or print out the request form and fill in the fields on page 1 as follows (use print):
   - **Page 1**
     - Do not select any of the checkboxes
     - Other – Enter “Out-of-State Child Care Employment”
     - Name – Enter your first, middle, maiden, and last name
     - Sex – Enter your sex
     - Race – Enter your race
     - Date of Birth – Enter your DOB
     - Social Security Number – Enter your SSN
     - Date of Initial Hire – Enter the date you were hired by the child care operation
     - Present Address – Enter your current address
     - Previous Address – Enter your previous addresses in Kentucky
   - **Page 2**
     - Name of Employer/Agency – Enter “Texas Health and Human Services –CBCU”
     - Address – Enter “P.O. Box 149030 Mail Code: 121-7 ATTN: JCrighton”
     - City – Enter “Austin”
     - State – Enter “TX”
     - Zip – Enter “78714-9030”
     - Phone – Enter “512-919-7968”

2) Print out the request form and sign and date it in the presence of a witness
3) Have the witness sign and date the request form
4) Make a copy of your Driver’s License, Social Security card, or birth certificate
5) Write out a check or money order in the amount of $10 made payable to: Kentucky State Treasurer
6) Send the request form, copy of your ID, and payment by mail to:
Kentucky sends the results to the CBCU Inspector by mail.

**Contact Information for Kentucky Child Abuse or Neglect History**
Website: [KY National Background Check Program](#)

**Foster or Adoptive Home Applicants and Household Members**
Kentucky requires the CBCU to submit the request and does not charge a fee for checks for foster and adoptive purposes. Contact the CBCU to start the background check process.

**Follow the steps below to request a Child Abuse and Neglect Check from Kentucky:**

1) Contact the CBCU to start the background check process.
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: [Centralized Background Check Unit Contacts](#)

2) Provide the CBCU with our name and Social Security Number

Kentucky sends the results to the CBCU Inspector by email.

**Contact Information**
Website: [KY National Background Check Program](#)
Day Care Employees and Volunteers

Kentucky processes name-based criminal history checks and charges a $20 fee. Complete the request form and send it to Kentucky by mail.

Follow the steps below to request a Criminal History Check from Kentucky:

1) Fills in the fields of the KY Request for Conviction Records form as follows:
   - **Agency/Organization Name and Address** – Enter “Texas Health and Human Services –CBCU”
   - **Name:**
     - **First** – Enter your first name
     - **Middle** – Enter your middle name
     - **Last** – Enter your legal last name
     - **Maiden** – Enter your maiden name
   - **Address:**
     - **Street** – Enter your current address
     - **City** – Enter your city
     - **State** – Enter your state
     - **Zip** – Enter your zip code
   - **Sex** – Enter your sex
   - **Race** – Enter your race
   - **Date of Birth** – Enter your DOB
   - **Soc Sec No** – Enter your SSN

2) Print out the request form and sign and date it in the presence of a witness

3) Have the witness sign and date the request form

4) Address a stamped envelope to yourself

5) Address a stamped envelope to:

   Texas Health and Human Services –CBCU
   P.O. Box 149030 Mail Code: 121-7 ATTN: JCrighton
   Austin, TX 78714-9030

6) Write a check or money order in the amount of $20 made payable to: Kentucky State Treasurer

7) Send the request form, both stamped and addressed envelopes, and payment by mail to:

   Kentucky State Police
   Criminal Identifications and Records Branch
   Criminal Records Dissemination Section
   Frankfort, KY 40601
Kentucky sends the results to the CBCU within ten business days.

Contact Information for Kentucky Criminal History
Website: KY Background Check Forms

Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members
An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

OOS CHILD ABUSE AND NEGLECT CHECK – LA

Day Care or Residential Care Employees and Volunteers
Louisiana currently does not have a process that allows the CBCU to submit a request for child care employees. The CBCU clears these background checks in our system so no further action is required.

Foster or Adoptive Home Applicants and Household Members
Louisiana requires the request to be submitted by the CBCU or the Child Placing Agency. Contact the CBCU or the Child Placing Agency to begin this background check process.

Follow the steps below to request a Child Abuse and Neglect Check from Louisiana:

1) Contact the CBCU to start the background check process.
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts
2) Provide the CBCU with your name and Social Security Number
3) After the CBCU sends you the request form by email, save the form to your computer to enable the Fill & Sign feature or print out the request form and fill in the fields as follows (use print):
   - **Place of Birth (city)** – Enter the city in which you were born
   - **Place of Birth (state)** – Enter the state in which you were born
   - **Identification Expiration Date** – Enter the date your ID expires
   - **Marital Status** – Enter whether you are married, single, divorced or widowed
   - If you are married, fill in the following fields:
     - **Spouse (name)**
     - **Spouse (DOB)**
     - **Spouse (race)**
   - If you are divorced, fill in the following fields:
     - **Previous Spouse (name)**
     - **Previous Spouse (DOB)**
     - **Previous Spouse (race)**
   - If you are divorced, enter your previous spouse’s name, date of birth, and race (if you have two prior marriages, enter information for both previous spouses)
   - **List previous addresses for the past 5 years** – Enter all addresses in which you have resided in the last five years
   - **List children that the person has been responsible for** – Enter the name, DOB, SSN, and race for each child that has been in your care
4) Print out the request form and sign and date section III
5) Make a copy of your Driver’s License or state-issued ID
6) Send the request form and copy of your ID to the CBCU by either:
   - Scanning the form and sending it as an email attachment to CBCUBackgroundChecks@dfps.state.tx.us (preferred) with the Subject line: “Abuse/Neglect History Request for Louisiana”
   - Faxing it to 512-339-5871 and enter “Abuse/Neglect History Request for Louisiana” on the cover sheet

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Louisiana sends the results to the CBCU by email.

**Contact Information for Louisiana Child Abuse or Neglect History**

Email: DCFS.ChildProtectiveServices.DCFS@la.gov
Day Care Employees and Volunteers

Louisiana requires fingerprints for a criminal history check and charges a $26 fee. Complete the request form and submit it with your fingerprints and payment to Louisiana by mail.

Follow the steps below to request a Criminal History Check from Louisiana:

1) Save the Out-of-State Authorization Form for Louisiana Criminal History for Former Louisiana Residents form to your computer to enable the Fill & Sign feature or print out the request form and fill in the fields on page 1 as follows (use print):

- **Last Name, First Name Middle Initial** – Enter your last and first name and middle initial (if applicable)
- **Maiden and/or Any Former Names, or Aliases** – Enter all alternate names you have used
- **Social Security Number** – Enter your SSN
- **Street/Apt.#** – Enter your current address
- **City** – Enter your city
- **State** – Enter your state
- **Zip Code** – Enter your zip code
- **Home Phone** – Enter your home phone #
- **Cell Phone** – Enter your cell phone # (if different than home phone #)
- **Date of Birth** – Enter your DOB as mm/dd/yyyy
- **Place of Birth** – Enter your city and state of birth
- **Gender** – Select your gender
- **Height** – Enter your height in feet and inches
- **Weight** – Enter your weight in pounds
- **Hair Color** – Enter your hair color
- **Eye Color** – Enter your eye color
- **Race** – Select the appropriate checkbox

2) Fill in the fields on page 2 of the request form as follows:

- Select the Child Care Development (CCDF) Lead Agency Representative checkbox
- **CCDF Lead Agency** – Enter “Texas Health and Human Services –CBCU”
- **CCDF Lead Agency Representative – Name & Title** – Enter “Julianna Crighton, CBCU Management Analyst”
- **CCDF Lead Agency Mailing Address** – Enter “P.O. Box 149030 Mail Code: 121-7 ATTN: J Crighton Austin, TX 78714-9030”

3) Fill in the fields on page 3 of the request form as follows:
- **Agency, Business or Individual Name** – Enter “Texas Health and Human Services –CBCU”
- **Mailing Address** – Enter “P.O. Box 149030 Mail Code: 121-7 ATTN: JCrighton”
- **City** – Enter “Austin”
- **State** – Enter “TX”
- **Zip Code** – Enter “78714-9030”
- **Name of Applicant** – Enter your name
- **Date of Birth** – Enter your DOB
- **Place of Birth** – Enter your state of birth
- **Race/Sex** – Enter your race and sex
- **Weight** – Enter your weight
- **Height** – Enter your height
- **Hair Color** – Enter your hair color
- **Eye Color** – Enter your eye color
- **Social Security Number** – Enter your SSN

4) Print out the request form and sign and date page 2
5) Go to a local law enforcement agency and request to be fingerprinted twice using **FBI Fingerprint Applicant Card Form FD -258**
6) Purchase a cashier check or money order for $26 made payable to: Louisiana State Police
7) Send the request form, both fingerprint cards, and payment by mail to:

<table>
<thead>
<tr>
<th>Louisiana State Police</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bureau of Criminal Identification and Information</td>
</tr>
<tr>
<td>P.O. Box 66614 (Box A-6)</td>
</tr>
<tr>
<td>Baton Rouge, LA 70806</td>
</tr>
</tbody>
</table>

Louisiana sends the results to the CBCU by mail.

**Contact Information for Louisiana Criminal History**

Website: [Louisiana Child Care Civil Background Check System](#)

**Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members**

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.
Maine

OOS CHILD ABUSE AND NEGLECT CHECK – ME

Day Care or Residential Care Employees and Volunteers

Maine requires the CBCU to submit the request and charges a $15 fee. Contact the CBCU to start the background check process.

Note: Maine does not perform Child Abuse and Neglect Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.

Follow the steps below to request a Child Abuse and Neglect Check from Maine:

1) Contact the CBCU to start the background check process.
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts

2) Provide the CBCU with your name and Social Security Number

3) After the CBCU sends you an email, print out the attached request form and sign and date it

4) Write a check or money order in the amount of $15 made payable to: Treasurer State of Maine

5) Enter this number in the memo field of the check: Agency ID #3210

6) Address a stamped envelope to:

   Texas Health and Human Services –CBCU
   P.O. Box 149030 Mail Code: 121-7 ATTN: JCrighton
   Austin, TX 78714-9030

7) Send the request form, payment, and CBCU-addressed envelope by mail to:

   DHHS, OCFS
   ATTN: CPI Records Research
   SHS 11, 2 Anthony Avenue
   Augusta, ME 04333

Maine sends the results to the CBCU.
Contact Information for Maine Abuse and Neglect History
Website: Maine Child and Family Services

Foster or Adoptive Home Applicants and Household Members
Maine requires the CBCU to submit the request for foster and adoptive home purposes. Contact the CBCU to start the background check process.

Note: Maine does not perform Child Abuse and Neglect Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.

Follow the steps below to request a Child Abuse and Neglect Check from Maine:

1) Contact the CBCU to start the background check process.
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts
2) Provide the CBCU with your name and Social Security Number

Maine sends the results to the CBCU.

Contact Information for Maine Abuse and Neglect History
Website: Maine Child and Family Services

OOS CRIMINAL HISTORY — ME

Day Care Employees and Volunteers
Maine processes name-based criminal history checks online and charges a $31 fee. Submit a request to Maine and forward the results to the CBCU.

Note: Maine does not perform Criminal History Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.
Follow the steps below to request a **Criminal History Check from Maine:**

1) Go to the [Maine Criminal History Record Request Service](http://www.informe.org) website and submit the request online and pay the $31 fee
2) Check your email for a message from info@informe.org (You may need to check your Junk or Spam folder)
3) Send the results to the CBCU by either:
   - Emailing it to CBCUBackgroundChecks@dfps.state.tx.us (preferred) with the **Subject** line: “Criminal History Results for Maine”
   - Faxing it to 512-339-5871 and enter “Criminal History Results for Maine” on the cover sheet

Maine sends the results to you within two hours in most cases. If additional research is required, it may take up to two weeks.

**Contact Information for Maine Criminal History**

Website: [Maine Criminal History Record Request Service](http://www.informe.org)

**Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members**

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

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**Maryland**

**OOS Child Abuse and Neglect Check – MD**

Maryland has the same process for child care employees and foster and adoptive homes. Complete the request form and send it to Maryland by mail.

**Note:** Maryland requires the request form to be completed electronically and signed in blue ink. If you have difficulty using the Fill & Sign feature, send an email to the CBCU with the **Subject** line “Maryland Abuse/Neglect Request Form Needed” and include your name and Social Security Number.
Follow the steps below to request a Child Abuse and Neglect Check from Maryland:

1) Save the MD Child Protective Services Background Clearance Form to your computer to enable the Fill & Sign feature and fill in the fields as follows:
   - **Part I: Purpose of Search**
     - Section B. Release to an Agency/Individual Related To – Select the appropriate checkbox based on your role
       - Adoption – For adoptive parent applicants and household members
       - Foster Care – For foster parent applicants and household members
       - Day Care Center – For day care and residential child care employees and volunteers
       - Family Day Care – For home-based child care operations and household members
     - Agency/Individual Name – Enter “Texas Health and Human Services – CBCU”
     - Name of Agency Representative – Enter “Julianna Crighton”
     - Agency Address – Enter “P.O. Box 149030 Mail Code: 121-7 Austin, TX 78714-9030”
     - Representative’s Phone Number – Enter “512-919-7968”
     - Representative’s Email – Enter “julianna.crighton@hhsc.state.tx.us”
   - **Part II: Search Information** – Enter your personal information in this section. If something does not apply, enter “N/A”.
   - **Part III: Authorization** – Enter “Texas Health and Human Services – CBCU”

2) Print out the request form and sign and date it in blue ink in the presence of a notary

3) Send the request form by mail to:

   Maryland Department of Human Services
   Social Services Administration
   In-Home Services
   311 W. Saratoga Street, Room 553
   Baltimore, MD 21201

Maryland sends the results to the CBCU by mail.
Contact Information for Maryland Child Abuse or Neglect History

Website: Maryland Child Protective Services

OOS CRIMINAL HISTORY – MD

Day Care Employees and Volunteers

The CBCU does not require a separate criminal history check from Maryland due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.

Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

Massachusetts

OOS CHILD ABUSE AND NEGLECT CHECK – MA

Massachusetts has the same process for child care employees and foster and adoptive purposes. Complete the request form and send it to Maryland by mail.

Follow the steps below to request a Child Abuse and Neglect Check from Massachusetts:

1) Save the [MA Adam Walsh Check Form](#) to your computer to enable the Fill & Sign feature or print out the request form and fill in the fields as follows (use print):
   - Enter your name on the line in the second paragraph
   - Agency/Organization Name and Address – Enter:
     Texas Health and Human Services –CBCU
     ATTN: JCrighton
     P.O. Box 149030 Mail Code 121-7
     Austin, TX 78714-9030
   - Applicant/Employee Information – Enter your personal identifying information
     - Last Name – Enter your legal last name
     - First Name – Enter your first name
     - Middle Name – Enter your middle name. If none, leave blank.
- **Maiden Name or Alias** – Enter all alternate names you have used. If none, enter “N/A”.
- **Date of Birth** – Enter your DOB
- **Place of Birth** – Enter the city, state, and country in which you were born
- **Last Four Digits of Social Security Number** – Enter the last four digits of your SSN
- **Mother’s Maiden Name** – Enter your mother’s maiden name

2) Sign and date the form in the presence of a notary
3) Have the notary sign and seal the request form
4) Address a stamped envelope to:
   
   Texas Health and Human Services –CBCU  
   ATTN: JCrighton  
   P.O. Box 149030 Mail Code 121-7  
   Austin, TX 78714-9030

5) Send the request form and the stamped envelope addressed to CBCU by mail to:
   
   Massachusetts Department of Children and Families, Background Check Unit  
   600 Washington Street  
   Boston, MA 02111

Massachusetts sends the results to the CBCU Inspector by mail.

*Contact Information for Massachusetts Abuse and Neglect History*

Website: [MA Department of Children & Families Public Records](#)

**OOS CRIMINAL HISTORY – MA**

**Day Care Employees and Volunteers**

Massachusetts processes name-based criminal history checks online and charges a $25 fee. Submit a request to Massachusetts by mail and forward the results to the CBCU.

*Follow the steps below to request a Criminal History Check from Massachusetts:*

1) Fill in the fields of the [MA Personal CORI Request Form](#) as follows:
   - *Are you submitting an indigency waiver?* – Select No
• **Requestor Details** – Enter your personal information. Fields with an * are required.
  o *First Name* – Enter your first name
  o *Middle Initial* – Enter your middle initial. If none, enter “N/A”.
  o *Last Name* – Enter your legal last name
  o *Suffix* – Enter your suffix, if applicable
  o *Date of Birth* – Enter your DOB as mm/dd/yyyy
  o *Probation Central File (PCF) Number* – Leave blank
  o *Last SIX digits of your Social Security Number* – Enter the last six digits of your SSN. Select the checkbox if you do not have an SSN.
  o *Father’s First Name* – Enter your father’s first name
  o *Father’s Last Name* – Enter your father’s last name
  o *Mother’s First Name* – Enter your mother’s first name
  o *Mother’s Last Name* – Enter your mother’s last name
  o *Please check this box if you would ALSO like to request your personal CORI with your former last name(s)* – Select this checkbox if you have a maiden name or have used alternate names and list your former last names

• **Mailing Address**
  o *Street Address* – Enter your current address
  o *Apt. # or Suite* – Enter your unit #, if applicable
  o *City* – Enter your city
  o *State* – Enter your state
  o *Zip* – Enter your zip code
  o *Personal Phone Number* – Enter your phone #
  o *Email Address* – Enter your email address

2) Print out the request form and sign it in the presence of a notary
3) Purchase a cashier’s check or money order in the amount of $25 made payable to: Commonwealth of Massachusetts
4) Send the request form and payment by mail to:

the Commonwealth of Massachusetts  
Department of Criminal Justice Information Services  
ATTN: CORI Unit  
200 Arlington Street, Suite 2200  
Chelsea, MA 02150

Massachusetts sends the results to you by mail.
You must forward the results to the CBCU either by:

- Scanning the form and sending it as an email attachment to CBCUBackgroundChecks@dfps.state.tx.us (preferred) with the *Subject* line “Massachusetts Criminal History Results”
- Faxing it to 512-339-5871 and enter “Massachusetts Criminal History Results” on the cover sheet

**Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members**

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

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**Michigan**

**OOS CHILD ABUSE AND NEGLECT CHECK – MI**

**Day Care or Residential Care Employees and Volunteers**

Michigan requires the CBCU to submit the request. Complete the request form and send it to the CBCU by email.

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**Follow the steps below to request a Child Abuse and Neglect Check from Michigan:**

1) Fill in the fields of the [MI Central Registry Clearance Request](#) form as follows:

   - **Section 1 Information on Person Being Cleared**
     - *Name* – Enter your first, middle, and last name
     - *Signature Required for Individual Being Cleared* – Leave blank
     - *Date* – Leave blank
     - *Also Known as Name* – Enter all alternate names you have used
     - *Social Security Number* – Enter your SSN
     - *Date of Birth* – Enter your DOB
     - *Address* – Enter your current address
     - *City* – Enter your current city
     - *State* – Enter your current state
     - *Zip Code* – Enter your current zip code
     - *Phone Number* – Enter your phone #
     - *Email* – Enter your email address
**Section 2 Requester Information**
- Please Check Appropriate Box – Select Other and enter “State Child Care Licensing Agency”
- Name of Agency or Organization – Enter “Texas Health and Human Services – CCL/CBCU”
- Name of Requester – Enter “Julianna Crighton”
- Address – Enter “P.O. Box 149030 Mail Code: 121-7 ATTN: Jcrighton”
- City – Enter “Austin”
- State – Enter “TX”
- Zip Code – Enter “78714-9030”
- Email – Enter Julianna.Crighton@hhsc.state.tx.us
- Fax – Enter “512-919-7968”
- Phone – Enter “512-276-3714”

2) Print out the request form and sign and date it (in Section 1)
3) Make a copy or take a photo of your Driver’s License, state-issued identification, or Passport
4) Send the request form and copy of your photo ID to the CBCU by either:
   - Scanning the form and sending it as an email attachment to CBCUBackgroundChecks@dfps.state.tx.us (preferred) with the Subject line: “Abuse/Neglect History Request for Michigan”
   - Faxing it to 512-339-5871 and enter “Abuse/Neglect History Request for Michigan” on the cover sheet

Michigan sends the result to the CBCU within ten business days.

**Contact Information for Michigan Abuse and Neglect History**
Website: MI Central Registry Clearance Requests

**Foster or Adoptive Home Applicants and Household Members**
Michigan requires the Child Placing Agency (CPA) to submit the request. Contact the CPA to start the background check process.
Follow the steps below to request a Child Abuse and Neglect Check from Michigan:

1) Contact the Child Placing Agency (CPA) to start the background check process.
2) After the CPA sends you the request form, sign it and return it to the CPA.

Michigan sends the results to the CPA within ten business days.

The CPA must send a copy of the results to the CBCU by either:

- Sending the results as an email attachment to CBCUBackgroundChecks@dfps.state.tx.us (preferred) with the Subject line: “Abuse/Neglect History Results for Michigan”
- Faxing it to 512-339-5871 and enter “Abuse/Neglect History Results for Michigan” on the cover sheet.

Contact Information for Michigan Abuse and Neglect History

Website: MI Central Registry Clearance Requests

OOS CRIMINAL HISTORY – MI

Day Care Employees and Volunteers

Michigan performs named-based searches through an online portal and requires the CBCU to submit the request. Contact the CBCU to start the background check process.

Follow the steps below to request a Criminal History Check from Michigan:

1) Contact the CBCU to start the background check process.
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts
2) Provide the CBCU with your name and Social Security Number

Michigan provides the results to the CBCU the same day.
Contact Information for Michigan Criminal History

Website: Michigan ICHAT FAQs

Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

Minnesota

OOS Child Abuse and Neglect Check – MN

Minnesota has the same process for child care employees and foster and adoptive homes. Complete the request form and send it to Minnesota by mail.

Follow the steps below to request a Child Abuse and Neglect Check from Minnesota:

1) Fill in the fields of the MN Consent for Release of Information from Minnesota Statewide Database of Substantiated Abuse and Neglect form as follows:

   To be completed by the person giving consent/authorization:
   - Name(s) – Enter your full name and any alternate names listed in CLASS
   - Date of birth – Enter your DOB
   - SS# – Enter your SSN
   - Current address – Enter your address
   - City – Enter your city
   - State – Enter your state
   - Zip – Enter your zip code
   - Minnesota address(es) – Enter your previous Minnesota addresses

   The information will be released to:
   - Name – Enter “Julianna Crighton”
   - Agency – Enter “Texas Health and Human Services –CBCU”
   - Address – Enter “P.O. Box 149030 Mail Code: 121-7”
   - City – Enter “Austin”
   - State – Enter “TX”
   - Zip – Enter “78714-9030”
- **Phone #** – Enter “512-919-7968”
- **Fax #** – Enter “512-276-3714”
- **This information will be used for** – Enter the appropriate option based on your role:
  - “Foster Parent in Texas”
  - “Adoptive Parent in Texas”
  - “Household Member in a Foster/Adoptive Home in Texas”
  - “Child Care Employment in Texas”
  - “Child Care Volunteer in Texas”
  - “Household Member in Child Care Home in Texas”

2) Print out the request form and sign it in the presence of a notary
   **Note:** If the person is a minor, a parent or guardian’s signature is required.

3) Have the notary sign and seal the request form
4) Write out a check or money order in the amount of $20 made payable to:
   Minnesota Department of Human Services
5) Send the request form and payment by mail to:

   Minnesota Department of Human Services, Office of Inspector General
   Background Studies Division
   P.O. Box 64172
   St. Paul, MN 55164-0172

   Minnesota sends the results to the CBCU by mail.

**Contact Information for Minnesota Abuse and Neglect History**
Website: [MN Background Studies](#)

**OOS CRIMINAL HISTORY CHECK – MN**

**Day Care Employees and Volunteers**
The CBCU does not require a separate criminal history check from Minnesota due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.

**Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members**
An Out-of-State criminal history check is not required for people in these roles. No further action is needed.
OOS CHILD ABUSE AND NEGLECT CHECK – MS

Mississippi has the same process for child care employees and foster and adoptive homes and requires the CBCU to initiate the request. Mississippi uses an electronic DocuSign process that requires submission of the request online. Contact the CBCU to start the background check process.

Follow the steps below to request a Child Abuse and Neglect Check from Mississippi:

1) Contact the CBCU to start the background check process.
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts

2) Provide the CBCU with your name and Social Security Number

3) After Mississippi sends you an email notification, complete the request form online by:
   - Clicking on the link provided in the email (Warning: The link expires after 48 hours so check your Inbox regularly for the message from Mississippi)
   - Filling in the fields of the request form
   - Submitting the request form electronically for processing

Note: If the link sent by Mississippi expires or you have difficulty using the DocuSign process, send an email to the CBCU with the Subject line “Mississippi Abuse and Neglect Request Form Needed” and include your name and Social Security Number.

Mississippi sends the results to the CBCU by email.

Contact Information for Mississippi Abuse and Neglect History
Website: MS Child Abuse Central Registry
OOS CRIMINAL HISTORY – MS

Day Care Employees and Volunteers

Mississippi performs name-based checks and charges a $32 fee. Complete the request form and send it to Mississippi by mail.

Note: Mississippi does not provide court disposition information in the rap sheet. If your Mississippi record contains a charge that would require further action if it resulted in a conviction, you must contact the court clerk to obtain a copy of the court records.

Follow the steps below to request a Child Abuse and Neglect Check from Mississippi:

1) Fill in the fields of the MS Authorization to Release Criminal Record Inquiry as follows:
   - Reason for Criminal Background Check – Select the checkbox for Other
   - 1. Name – Enter your last name, first name, and middle initial
   - 2. Address – Enter your address
   - 3. City – Enter your city
   - 4. State – Enter your state
   - 5. Zip Code – Enter your zip code
   - 6. Social Security No. – Enter your SSN
   - 7. DOB – Enter your DOB by YYYY/MM/DD
   - 8. Race – Enter your race
   - 9. Sex – Enter your sex
   - 10. Phone No. – Enter your phone #
   - 11. Name – Enter “Crighton, Julianna B.”
   - 12. Address – Enter “P.O. Box 149030 Mail Code: 121-7 ATTN: JCrighton”
   - 13. City – Enter “Austin”
   - 14. State – Enter “TX”
   - 16. Fax No. – Enter “512-276-3714”

2) Print out the request form and sign it in the presence of a notary (The notary can scratch out references to Mississippi in the notary signature section)

3) Make a copy of your Driver’s License or state-issued ID

4) Purchase a money order in the amount of $32 made payable to: MS Department of Public Safety

5) Enter the money order # in the designated field towards the top of the request form

6) Send the request form, money order, and copy of your ID by mail to:

   MS Department of Public Safety
Mississippi sends the results to the CBCU by fax.

**Contact Information for Mississippi Criminal History**

Website: [MS Criminal Information Center](http://www.mscic.state.ms.us/)

**Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members**

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

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**Missouri**

**OOS CHILD ABUSE AND NEGLECT CHECK – MO**

Missouri has the same process for child care employees and foster and adoptive homes and requires the CBCU to submit the request. Complete the request form and send it to the CBCU.

**Follow the steps below to request a Child Abuse and Neglect Check from Missouri:**

1. Fill in the fields of the [MO Request for Child Abuse or Neglect Record](http://www.missouri.gov/criminal/crime/prevention/child-abuse-neglect-request/) form as follows:
   - **Type of Service** – Select the checkbox for (1) *CD Central Registry Child Abuse Search Only – No Charge*
   - **Type of Daycare Provider** – Select the appropriate checkbox based on the person’s role:
     - *License* – For child care employees
     - Do not select a checkbox for foster or adoptive parents and household members
Identifying Data
- **Applicant’s Name** – Enter your last, first, and middle name
- **Maiden Name** – Enter your maiden name, if applicable
- **Date of Birth** – Enter your DOB as mm/dd/y
- **State of Birth** – Enter your state of birth
- **Sex** – Enter your sex
- **Race** – Enter your race
- **Alias Name(s)** – Enter all alternate names you have used
- **Social Security Number** – Enter your SSN
- **Driver’s License Number/State** – Enter your Driver’s License information
- **Addresses For Past 5 Years** – Enter your current address and previous addresses within the last five years
- **Answer the questions about any criminal history or abuse or neglect history**
- **Title of Child Care Provider** – Enter the name of the child care operation or child placing agency
- **Telephone** – Enter ”512-919-7968”
- **State Agency** – Enter “Texas Health and Human Services –CBCU”
- **State Vendor or Contact No** – Leave blank

Check Appropriate Box – Select the appropriate checkbox based on your role:
- **Child Care Related Employment** – For child care employees
- **Child Care Related Volunteer** – For child care volunteers
- **Other** – For foster and adoptive parents and household members and enter “Foster/Adoption”

2) Print out the request form and sign and date it
3) Send the request form to the CBCU by either:
   - Scanning the form and sending it as an email attachment to CBCUBackgroundChecks@dfps.state.tx.us (preferred) with the Subject line: ”Abuse/Neglect History Request for Missouri”
   - Faxing it to 512-339-5871 and enter “Abuse/Neglect History Request for Missouri” on the cover sheet

Missouri sends the results to the CBCU in four to six weeks.

**Contact Information for Missouri Abuse and Neglect History**
Website: [MO Department of Social Services](http://www.dss.mo.gov)
OOS CRIMINAL HISTORY — MO

Day Care Employees and Volunteers

The CBCU does not require a separate criminal history check from Missouri due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.

Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

Montana

OOS CHILD ABUSE AND NEGLECT CHECK — MT

Montana has the same process for child care employees and foster and adoptive homes and requires the CBCU to submit the request. Complete the request form and send it to the CBCU.

Note: Montana does not perform Child Abuse and Neglect Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.

Follow the steps below to request a Child Abuse and Neglect Check from Montana:

1) Fill in the fields of the MT Release of Information for Foster and Adoptive Checks form as follows:

   Note: Montana rejects request forms if any of the fields are left blank.

   ▪ Section A
     o Name – Enter your first, middle, maiden, and last name. If you do not have a middle name, enter “NMN”.
     o Aliases/Other Names Used – Enter all alternate names you have used. If you have not used an alternate name, enter “N/A”.
     o Current Physical & Mailing Address – Enter your address
     o Date of Birth – Enter your DOB as mm/dd/yyyy
     o Sex – Select the appropriate checkbox
- **Social Security Number** – Enter your SSN. If you do not have an SSN, enter “N/A”.
- **Driver’s License #** – Enter your Driver’s License #. If you do not have a Driver’s License, enter “N/A”.
- **Phone** – Enter your phone #

**Section B**

- **Birth date of oldest child** – If you are a foster or adoptive parent applicant, enter the DOB of your oldest child. If you are a household member or have another role in a foster/adoptive home, enter “N/A”.
- List each city, county and state in which you have lived since the age of 18 and the approximate month and year you moved in and out of each residence. Attach an additional document, if needed.

**Section C** – Select the appropriate checkbox based on your role:

- **Adoption** – If you are an adoptive parent
- **Foster Care** – If you are a foster parent
- **A member of [name of foster or adoptive parent] who is applying to be licensed or approved** – If you are a household member. Enter one of the foster or adoptive parent’s names in the blank field.
- Leave blank – If you are a child care employee or volunteer

**Section D**

- In the first blank field, enter “Texas HHS –CBCU”
- **Agency Name and Address** – Enter “Texas Health and Human Services –CBCU P.O. Box 149030 Mail Code: 121-7 Austin, TX 78714-9030”

2) Print out the request form and sign and date it in the presence of a notary
3) Have the notary sign and stamp the request form
4) If you are a child care employee or volunteer, write “Out-of-State Child Care” in **Section C** of the request form
5) Send the request form to the CBCU by either:
   - Scanning the form and sending it as an email attachment to [CBCUBackgroundChecks@dfps.state.tx.us](mailto:CBCUBackgroundChecks@dfps.state.tx.us) (preferred) with the **Subject** line: “Abuse/Neglect History Request for Montana”
   - Faxing it to 512-339-5871 and enter “Abuse/Neglect History Request for Montana” on the cover sheet

Montana sends the results to the CBCU within ten business days.
Contact Information for Montana Abuse and Neglect History
Website: MT Child Protective Services Background Check

OOS CRIMINAL HISTORY – MT

Day Care Employees and Volunteers
The CBCU does not require a separate criminal history check from Montana due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.

Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members
An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

Nebraska

OOS CHILD ABUSE AND NEGLECT CHECK – NE
Nebraska has the same online process for child care employees and foster and adoptive homes and charges a $2.50 fee. Contact the CBCU to start the background check process.

Follow the steps below to request a Child Abuse and Neglect Check from Nebraska:

1) Contact the CBCU to start the background check process.
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts
2) Provide the CBCU with the your name and Social Security Number
3) After Nebraska sends you an email message, use to link to log in to the online portal and fill in the request form. (See the Central Registry Applicant webpage and the Guide to Completing a Central Registry Background Check for instructions)
   - Begin Check
o Enter your email address and a four digit PIN
o Nebraska will send you an email with your Request Number

• **Enter Information**
  o Enter your personal identifying information, address and phone #, other names you have used, names and birthdates of your children, and previous cities in which you have resided
  o Select the checkbox for *Child Abuse and Neglect Central Registry*
  o Click the **Submit** button

• **Verification Method** – Select *Online Verification*

  **Note:** If you do not select *Online Verification* or the portal is unable to verify your identity online, you must do the following:
  o Print the *Notary Form* provided in the portal
  o Sign the *Notary Form* in the presence of a notary and have the notary sign and seal the form
  o Scan the *Notary Form* and upload it into the portal using your *Request Number* and PIN

• **Payment** – Enter your credit/debit card or electronic check information to pay the $2.50 fee
• You can check the status of the request using your Request Number and PIN

Nebraska provides the results in the online portal within two weeks. The results will be available to you and the CBCU in the portal.

**Contact Information for Nebraska Abuse and Neglect History**

Website: NE Abuse and Neglect Central Registry

**OOS CRIMINAL HISTORY – NE**

**Day Care Employees and Volunteers**

Nebraska processes name-based criminal history checks through an online portal and charges a $15.50 fee. Submit a request to Nebraska and forward the results to the CBCU.

**Follow the steps below to request a Criminal History Check from Nebraska:**

1) Access the Nebraska Criminal History Reports portal online
2) Submit a criminal history request by entering the following information online:

- **Complete The Following Information About Yourself**
  (This page refers to the requesting agency where the results are to be sent)
  - **Contact Person** – Enter “Julianna Crighton”
  - **Organization Name** – Enter “Texas Health and Human Services – CBCU”
  - **Address Line 1** – Enter “P.O. Box 149030”
  - **Address Line 2** – Enter “Mail Code: 121-7”
  - **City** – Enter “Austin”
  - **State/Province** – Select “Texas”
  - **Zip** – Enter “78714”
  - **Email Address** – Enter Julianna.Crighton@hhsc.state.tx.us
  - **Verify Email Address** – Enter “Julianna.Crighton@hhsc.state.tx.us”
  - **Client Memo** – Enter “Texas Child Care”

- **Person of Interest Information**
  (This page refers to you)
  - **First Name** – Enter your legal first name
  - **Middle Name or Initial** – Enter your middle name or initial. If no middle name, leave blank.
  - **Last Name** – Enter your legal last name without any hyphens. If your last name is hyphenated, enter a space between the names.
  - **Maiden Name/Aliases** – Enter any maiden name or alternate names you have used
  - **Suffix** – Select the appropriate suffix for your name, if applicable
  - **Social Security #** – Enter your SSN without dashes
  - **Date of Birth** – Enter your DOB as mm/dd/yyyy
  - **Gender** – Select your gender from the dropdown menu
  - **Race** – Select your race from the dropdown menu
  - **Place of Residence** – Select your current state of residence
  - **Place of Birth** – Select the U.S. state, Canadian territory, or country in which you were born
  - **Nebraska Driver License #** – Enter your Nebraska DL#, if applicable. If no Nebraska DL#, leave blank.

- **Request Type**
  - Select the radio button for *Public information criminal history*
  - Click the **Save Person to Order** button in the bottom-right corner
  - The portal will take you to a new **Person of Interest Information** page. Select the **Continue With Order** button in the bottom-right corner
Review the **Verify Your Information** page and click the **Edit** button if any changes needed

Select the **I Agree/Proceed to Payment** button in the bottom-right corner

- **Payment Information**
  - In the **Billing Information** section:
    - Select the **Clear Billing Information** button and
    - Enter the billing information connected to the credit card you are using for payment

- **Account Information**
  - *Card Number* – Enter your credit card number
  - *CVV Number* – Enter the 3 digit # on the back of the credit card
  - *Expiration Date* – Select the month and year

Select **Verify Information**

- Save your Receipt Number as it will be required to access the results

Nebraska sends the results to the CBCU within three business days.

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**Contact Information for Nebraska Criminal History**

Website: [NE Criminal History Requests](#)

**Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members**

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

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## Nevada

### OOS CHILD ABUSE AND NEGLECT CHECK – NV

**Day Care or Residential Care Employees and Volunteers**

Nevada requires the CBCU to submit the request. Complete the request form and send it to the CBCU by email. The CBCU submits the competed request form to Nevada.
Follow the steps below to request a Child Abuse and Neglect Check from Nevada:

1) Save the NV Employer Request for Child Abuse & Neglect Central Registry Information form to your computer to enable the Fill & Sign feature or print out the request form and fill in the fields as follows (use print):

- **Part I Identifying Data**
  - List All Adults (18 and Over) For Whom Information Is Being Requested
    - 1. Applicant Name – Enter your full name
    - Maiden Name – Enter your maiden name, if applicable. If no maiden name, enter “N/A”.
    - Date of Birth – Enter your DOB as mm/dd/yyyy
    - Alias/other name(s) used – Enter all alternate names you have used. If you have no alternate names, enter “N/A”.
    - Driver’s License Number – Enter your Driver’s License #
    - Gender/Sex – Select your gender
    - Social Security Number – Enter your SSN. If you do not have an SSN, enter “N/A”
    - 2. Applicant Name – Enter “N/A”

- **List Name(s) Of Children In Family Or Home – Include Any Other Name(s) Used**
  - Enter the Last Name, First, and Middle name for each child in your family or home
  - Enter the DOB, Sex, and SSN for each child (If SSN unknown, enter “unknown”)

- **Part II Applicant Requesting Information**
  - Employer/Agency Requesting Information
    - Print Name and Title of Person Requesting Data – Enter “Julianna Crighton, CBCU Management Analyst”
    - Employer/Agency Name – Enter “Texas Health and Human Services –CBCU”
    - Business Address – Enter “P.O. Box 149030 Mail Code: 121-7 ATTN: JCrighton”
    - Telephone Number – Enter “512-919-7968”
    - E-mail – Enter “Julianna.Crighton@hhsc.state.tx.us”
    - Fax Number – Enter “512-276-3714”

- **Part III Applicant Reason for Request**
  - Select checkbox for Child care related employment

- **Part IV Authorization to Release Information**
Select the checkbox on line 1
- Name - Enter “Texas Health and Human Services –CBCU”

2) Print out the request form and sign date Part IV of the form on the Client Signature 1 line

3) Make a copy or take a photo of your Driver’s License, state-issued identification, or Passport

4) Send the request form and copy of your photo ID to the CBCU by either:
   - Scanning the form and sending it as an email attachment to CBCUBackgroundChecks@dfps.state.tx.us (preferred) with the Subject line: “Abuse/Neglect History Request for Nevada”
   - Faxing it to 512-339-5871 and enter “Abuse/Neglect History Request for Nevada” on the cover sheet

Nevada sends the results to the CBCU Inspector by email.

Contact Information for Nevada Abuse and Neglect History

Website: NV Central Registry

Foster or Adoptive Home Applicants and Household Members

Nevada requires the CBCU to submit the request. Complete the request form and send it to the CBCU by email. The CBCU submits the completed request form to Nevada.

Follow the steps below to request a Child Abuse and Neglect Check from Nevada:

1) Save the NV Request for Child Abuse & Neglect Screening form to your computer to enable the Fill & Sign feature or print out the request form and fill in the fields as follows (use print):
   - Note: You can list up to three people in your home for whom background checks are needed on the request form.

   - Persons For Whom Information Is Being Requested (Include all household members over the age of 18)
     - 1. Applicant Name – Enter your full name
     - Date of Birth – Enter your DOB as mm/dd/yyyy
     - Alias/Maiden name(s) used – Enter all alternate names you have used. If you have no alternate names, enter “N/A”.

- **Social Security Number** – Enter your SSN. If you do not have an SSN, enter “N/A”.
- **Date of Birth** – Enter the second person’s DOB as mm/dd/yyyy
- **Alias/Maiden name(s) used** – Enter the second person’s alternate names. If no alternate names, enter “N/A”.
- **Social Security Number** – Enter the second person’s SSN. If no SSN, enter “N/A”.
- **3. Applicant Name** – Enter the third person’s full name. If no third person, enter “N/A”.
- **Date of Birth** – Enter the third person’s DOB as mm/dd/yyyy
- **Alias/Maiden name(s) used** – Enter the third person’s alternate names. If no alternate names, enter “N/A”.
- **Social Security Number** – Enter the third person’s SSN. If no SSN, enter “N/A”.

**Name(s) Of children in family or home – Include Any Other Name(s) Used**
- Enter the **Last Name, First, and Middle** name for each child in your family or home
- Enter the **DOB and SSN** for each child (If SSN unknown, enter “unknown”)

2) Send the request form to the CBCU by either:
   - Scanning the form and sending it as an email attachment to CBCUBackgroundChecks@dfps.state.tx.us (preferred) with the **Subject** line: “Abuse/Neglect History Request for Nevada”
   - Faxing it to 512-339-5871 and enter “Abuse/Neglect History Request for Nevada” on the cover sheet

Nevada sends the results to the CBCU Inspector by email.

**Contact Information for Nevada Abuse and Neglect History**

Website: NV Central Registry
OOS CRIMINAL HISTORY — NV

Day Care Employees and Volunteers

Nevada requires fingerprints for a criminal history check and charges a $27 fee. Complete the request form and submit it with your fingerprints and payment to Nevada by mail.

Follow the steps below to request a Criminal History Check from Nevada:

1) Fill in the fields of the Request for Nevada Criminal History form as follows:
   - First Name – Enter your first name
   - Middle Name – Enter your middle name
   - Last Name – Enter your last name
   - Mailing Address – Enter your mailing address
   - Contact Phone – Enter your phone #
   - Contact Email – Enter your email address
   - Date of Birth – Enter your DOB as mm/dd/yyyy
   - Respond to – Enter “Texas Health and Human Services –CBCU”
   - Mailing Address – Enter:
     “P.O. Box 149030 Mail Code: 121-7 ATTN: JCrighton
      Austin, TX 78714-9030”
   - Please indicate reason for request – Enter “Texas Child Care Licensing”

2) Print out the request form and sign and date it

3) Go to a local law enforcement agency and request to be fingerprinted per the instructions on the request form

4) Purchase a money order in the amount of $27 made payable to: Nevada Department of Public Safety

5) Staple the request form, fingerprint hard card, and money order together and send them by mail to:

   Department of Public Safety
   Records, Communications and Compliance Division
   333 West Nye Lane, Suite 100
   Carson City, NV 89706

Nevada sends the results to the CBCU by mail.
Contact Information for Nevada Criminal History
Website: Nevada Department of Public Safety
Phone: 775-684-6262 #1

Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members
An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

New Hampshire

OOS CHILD ABUSE AND NEGLECT CHECK – NH
New Hampshire has the same process for child care employees and foster and adoptive homes. Contact the CBCU to start the background check process.

Follow the steps below to request a Child Abuse and Neglect Check from New Hampshire:

1) Contact the CBCU to start the background check process.
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts

2) Provide the CBCU with your name and Social Security Number

3) After the CBCU sends you an email, print out the attached request form

4) Sign the request form in the presence of a notary

5) Have the notary sign and stamp the request form

6) Address a stamped envelope to:
   Texas Health and Human Services –CBCU
   P.O. Box 149030 Mail Code: 121-7 ATTN: JCrighton
   Austin, TX 78714-9030

7) Send the request form and the stamped, addressed envelope by mail to:
   Division for Children, Youth and Families
   Child Development Bureau
   129 Pleasant Street
   Concord, NH 03301
New Hampshire sends the results to the CBCU by mail.

**Contact Information for New Hampshire Abuse and Neglect History**

Webpage: [NH DHHS Child Development Bureau](#)

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**OOS CRIMINAL HISTORY — NH**

**Day Care Employees and Volunteers**

New Hampshire processes name-based criminal history checks and charges a $25 fee. Contact the CBCU to start the background check process.

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**Follow the steps below to request a Criminal History Check from New Hampshire:**

1) Contact the CBCU to start the background check process:
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: [Centralized Background Check Unit Contacts](#)

2) Provide the CBCU with the following information:
   - Name
   - Social Security Number
   - Hair Color
   - Eye Color

3) After the CBCU sends you the request form by email, print out the request form.

4) Sign and date the request form on the *Your Signature* line in **Section I**

5) Sign and date the request form on the *Your Signature* line in **Section II** in the presence of a notary

6) Have the notary sign and seal the request form in **Section II**

7) Write a check or money order in the amount of $25 made payable to: State of NH – Criminal Records

8) Address an envelope to:

   **Texas Health and Human Services –CBCU**
   
   P.O. Box 149030 Mail Code: 121-7 ATTN: JCrighton
   
   Austin, TX 78714-9030

9) Send the request form, payment, and the addressed envelope by mail to:
New Hampshire sends the results to the CBCU Inspector by mail within three to seven business days.

**Contact Information for New Hampshire Criminal History**

Website: NH Criminal Records Unit FAQs

**Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members**

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

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**New Jersey**

**OOS CHILD ABUSE AND NEGLECT CHECK – NJ**

**Day Care or Residential Care Employees and Volunteers**

New Jersey processes background checks through an online portal. Submit a request to New Jersey and the results will be forwarded to the CBCU.

**Follow the steps below to request a Child Abuse and Neglect Check from New Jersey:**

1) Access the New Jersey Child Abuse Record Information (CARI) portal online
2) Select the Get Started button in the box titled Out of State CARI Check
3) Fill in the fields of the request as follows:
   - **Requesting Agency Name and Information**
     - **Requesting Agency Name** – Enter “Texas Health & Human Services – CBCU”
     - **Staff Name** – Enter “Julianna Crighton”
     - **Agency Email** – Enter “Julianna.Crighton@hhsc.state.tx.us”
- **Contact Phone Number** – Enter "512-919-7968"
- **Address 1** – Enter “P.O. Box 14903”
- **Address 2** – Enter “Mail Code 121-7”
- **City** – Enter “Austin”
- **State** – Enter “Texas”
- **Zip** – Enter “78714”

### Application Specifics
- **Please check whether you are** – Select the appropriate radio button based on your role at the operation. If you are a:
  - Paid staff member – Select *Employee*
  - Volunteer –
    - Select *Other* and
    - In the *Explanation* field enter “Child Care Employee”
- **Please check guidelines for request** – Select *Child Care and Development Block Grant Act*
  
  **Note:** You do not need to attach the related law or statute

### Your Information
- **First Name** – Enter your legal first name
- **Middle Initial/Name** – Enter your middle name or middle initial. If no middle name, leave blank.
- **Last Name** – Enter your legal last name
- Select the *Add Alias* button if you have ever used a different last name or nickname.
  - The *Add an Alias or Previous Name* pop-up window will appear.
  - Enter each alternate name separately and click the *Add* button.
  - Repeat this action until you have entered all previous names and nicknames.
- **Date of last name change** – Select the date you last changed your name. If no name changes, leave blank.
- **Country** – Leave as “United States”
- **Home Address** – Enter your current street address
- **City** – Enter your current city of residence
- **State** – Enter your current state
- **Zip** – Enter your zip code
- **Date of Birth** – Click on the button in this field and use the calendar to enter your DOB
- **Phone Number** – Enter your phone #
- **Email** – Enter your personal email address. (Do not list the email address for the child care operation).
- Gender – Use the arrow to select your gender
- Social Security Number – Enter your SSN. If you do not have an SSN, leave blank.

- Child Info – Select the appropriate option based on whether you have children:
  - If No – Select the checkbox stating *If you have no children, check the box here and continue to the next page*
  - If Yes –
    - Select the Add Child button
    - An Add a Child pop-up window will appear. Enter the full name and DOB for each child and select the Add button
    - Repeat this action until you have entered all of your children

- Previous Addresses – Enter each previous address in New Jersey starting from 1/1/1980 or your date of birth (if born after 1980) and the approximate dates of residence at each address. You must enter all previous New Jersey addresses in order for your background to be processed.
  - Select the Add Previous Address button
  - An Add a Previous Address pop-up window will appear.
  - Enter each previous address and the approximate dates you moved in and out and select the Add button. If you don’t remember the exact address, simply enter the city and county in New Jersey.
  - Repeat this action until you have entered all previous addresses

New Jersey sends the results to the CBCU within 45 days.

**Contact Information for New Jersey Abuse and Neglect History**

Website: [NJ Child Abuse Record Information](#)
If you have any issues using the portal, contact New Jersey at 609-586-2600

**Foster or Adoptive Home Applicants and Household Members**

New Jersey processes background checks through an online portal. Submit a request to New Jersey and the results will be forwarded to the CBCU.
Follow the steps below to request a Child Abuse and Neglect Check from New Jersey:

1) Access the New Jersey Child Abuse Record Information (CARI) portal online
2) Select the Get Started button in the box titled Out of State CARI Check
3) Fill in the fields of the request as follows:

   ▪ Requesting Agency Name and Information
     o Requesting Agency Name – Enter “Texas Health & Human Services – CBCU”
     o Staff Name – Enter “Julianna Crighton”
     o Agency Email – Enter “Julianna.Crighton@hhsc.state.tx.us”
     o Contact Phone Number – Enter “512-919-7968”
     o Address 1 – Enter “P.O. Box 149030”
     o Address 2 – Enter “Mail Code 121-7”
     o City – Enter “Austin”
     o State – Enter “Texas”
     o Zip – Enter “78714”

   ▪ Application Specifics
     o Please check whether you are – Select the appropriate radio button based on your role in the foster/adoptive home
     o Please check guidelines for request – Select Adam Walsh Child Protection and Safety Act of 2006
       Note: You do not need to attach the related law or statute

   ▪ Your Information
     o First Name – Enter your legal first name
     o Middle Initial/Name – Enter your middle name or middle initial. If no middle name, leave blank.
     o Last Name – Enter your legal last name
     o Select the Add Alias button if you have ever used a different last name or nickname.
       • The Add an Alias or Previous Name pop-up window will appear.
       • Enter each alternate name separately and click the Add button.
       • Repeat this action until you have entered all previous names and nicknames.
     o Date of last name change – Select the date you last changed your name. If no name changes, leave blank.
     o Country – Leave as “United States”
     o Home Address – Enter your current street address
     o City – Enter your current city of residence
- **State** – Enter your current state
- **Zip** – Enter your zip code
- **Date of Birth** – Click on the button in this field and use the calendar to enter your DOB
- **Phone Number** – Enter your phone #
- **Email** – Enter your personal email address. (Do not list the email address for the child care operation).
- **Gender** – Use the arrow to select your gender
- **Social Security Number** – Enter your SSN. If you do not have an SSN, leave blank.

**Child Info** – Select the appropriate option based on whether you have children:
- If No – Select the checkbox stating *If you have no children, check the box here and continue to the next page*
- If Yes –
  - Select the **Add Child** button
  - An **Add a Child** pop-up window will appear. Enter the full name and DOB for each child and select the **Add** button
  - Repeat this action until you have entered all of your children

**Previous Addresses** – Enter each previous address in New Jersey starting from 1/1/1980 or your date of birth (if born after 1980) and the approximate dates of residence at each address. You **must** enter all previous New Jersey addresses in order for your background to be processed.
- Select the **Add Previous Address** button
- An **Add a Previous Address** pop-up window will appear.
- Enter each previous address and the approximate dates you moved in and out and select the **Add** button. If you don’t remember the exact address, simply enter the city and county in New Jersey.
- Repeat this action until you have entered all previous addresses

New Jersey sends the results to the CBCU within 45 days.

**Contact Information for New Jersey Abuse and Neglect History**

Website: [NJ Child Abuse Record Information](#)
If you have any issues using the portal, contact New Jersey at 609-586-2600
OOS CRIMINAL HISTORY — NJ

Day Care Employees and Volunteers
The CBCU does not require a separate criminal history check from New Jersey due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.

Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members
An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

New Mexico

OOS CHILD ABUSE AND NEGLECT CHECK — NM

Day Care or Residential Care Employees and Volunteers
New Mexico requires the CBCU to submit the request. Contact the CBCU to start the background check process.

Note: New Mexico does not perform Child Abuse and Neglect Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.

Follow the steps below to request a Child Abuse and Neglect Check from New Mexico:

1) Contact the CBCU to start the background check process.
   • Email: CBCUBackgroundChecks@dfps.state.tx.us
   • Fax: 512-339-5871
   • Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts
2) Provide the CBCU with your name and Social Security Number
3) After the CBCU sends you an email, fill in the fields of the attached request form as follows:
   • Place of Birth – Enter your city, state, and country of birth
- **Current and Previous Spouses/Significant Others** – Enter the names, dates of birth, and Social Security numbers (if known) of all current and previous spouses and partners
- **Birth, adoptive, foster, step or other children who have ever lived in your home** – Enter the names and dates of birth of all children who have lived with you

4) Print out the request form and sign it in the presence of a notary
5) Have the notary sign and stamp the request form
3) Send the request form to the CBCU by either:
   - Scanning the form and sending it as an email attachment to [CBCUBackgroundChecks@dfps.state.tx.us](mailto:CBCUBackgroundChecks@dfps.state.tx.us) (preferred) with the **Subject** line: “Abuse/Neglect History Request for New Mexico”
   - Faxing it to 512-339-5871 and enter “Abuse/Neglect History Request for New Mexico” on the cover sheet

New Mexico sends the results to the CBCU within a couple of business days.

**Contact Information for New Mexico Abuse and Neglect History**
Website: [NM Child Care Licensing and Registered Homes](http://www.dfps.state.tx.us/ChildCare/Licensing/)

**Foster or Adoptive Home Applicants and Household Members**
New Mexico requires the CBCU to submit the request. Contact the CBCU to start the background check process.

**Note:** New Mexico does not perform Child Abuse and Neglect Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.

**Follow the steps below to request a Child Abuse and Neglect Check from New Mexico:**

1) Contact the CBCU to start the background check process.
   - Email: [CBCUBackgroundChecks@dfps.state.tx.us](mailto:CBCUBackgroundChecks@dfps.state.tx.us)
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: [Centralized Background Check Unit Contacts](http://www.dfps.state.tx.us/ChildCare/Licensing/)
2) Provide the CBCU with your name and Social Security Number
3) After the CBCU sends you an email, fill in the fields of the attached request form as follows:

**Note:** The request form must be typewritten without any fields left blank or New Mexico will reject it.

- **Place of Birth** – Enter the city and state in which you were born
- **Current Spouse/Significant Other** – List the following details regarding your current partner:
  - **Full Name** – Enter the person’s full name. If you do not have a current spouse or significant other, enter “N/A” in this field.
  - **DOB** – Enter the person’s date of birth as mm/dd/yyyy. If no current partner, leave blank.
  - **SSN** – Enter the person’s Social Security Number. If no current partner, leave blank.
- **Previous Spouse/Significant Other** – List the following details regarding any previous partners:
  - **Full Name** – Enter the person’s full name. If you do not have a previous spouse or significant other, enter “N/A”.
  - **DOB** – Enter the person’s date of birth as mm/dd/yyyy. If DOB unknown, enter “Unknown”. If no previous partners, leave blank
  - **SSN** – Enter the person’s Social Security Number. If SSN unknown, enter “Unknown”. If no previous partners, leave blank
  - Repeat the above steps in the next row of fields.
- **Please list the names of any birth, adoptive, foster, step or other child who have lived in your home**
  - **Full Name** – Enter the child’s full name. If no children have ever lived with you, enter “N/A”.
  - **DOB** – Enter the person’s date of birth as mm/dd/yyyy. If no children have ever lived with you, leave blank.
  - Repeat the above steps in the next row of fields. If additional space needed, use the attached Additional Info document to list this.
- **Please list all previous street addresses where you have lived at any time during the past 5 yrs**
  - **Street Address** – Enter your previous address in New Mexico
  - **City, State** – Enter the previous city and state in which you resided
  - **Yr(s) resided** – Enter the year you moved in and the year you moved out of this residence
  - Repeat the above steps in the next row of fields. If additional space needed, use the attached Additional Info document to list this.

4) Print out the request form and sign it in the presence of a notary
5) Have the notary sign and stamp the request form
6) Send the request form to the CBCU by either:
• Scanning the form and sending it as an email attachment to CBCUBackgroundChecks@dfps.state.tx.us (preferred) with the Subject line: “Abuse/Neglect History Request for New Mexico”
• Faxing it to 512-339-5871 and enter “Abuse/Neglect History Request for New Mexico” on the cover sheet

New Mexico sends the results to the CBCU.

Contact Information for New Mexico Abuse and Neglect History
Website: Out-of-State Adam Walsh Abuse & Neglect Check

OOS CRIMINAL HISTORY – NM
Day Care Employees and Volunteers
New Mexico processes name-based criminal history checks and charges a $15 fee. Complete the request form and submit it with payment to New Mexico by mail.

Follow the steps below to request a Criminal History Check from New Mexico:

1) Save the NM Authorization for Release of Information Form to your computer to enable the Fill & Sign feature or print out the request form and fill in the fields as follows (use print):
   ▪ On the first line – Enter the your full name, Social Security Number, and date of birth (as mm/dd/yyyy)
   ▪ On the second line – Enter “Texas Health and Human Services –CBCU ATTN: Julianna Crighton”
   ▪ Address – Enter “P.O. Box 149030 Mail Code: 121-7 ATTN: JCrighton Austin, TX 78714-9030”
2) Print out the request form and sign and date it in the presence of a notary
3) Have the notary sign and stamp the request form
4) Purchase a money order or cashier’s check in the amount of $15 made payable to: Department of Public Safety
   Note: Please fill out the money order completely or New Mexico will reject your request. (See How to Fill Out a Money Order Step-by-Step for instructions)
5) Send the request form and payment by mail to:

Department of Public Safety
New Mexico sends the results to the CBCU Inspector by mail within seven to ten business days.

**Contact Information for New Mexico Criminal History**

Website: [New Mexico Department of Public Safety](https://www.ndps.state.nm.us)

**Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members**

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

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**New York**

**OOS CHILD ABUSE AND NEGLECT CHECK – NY**

**Day Care or Residential Care Employees and Volunteers**

New York requires the CBCU to submit the request. Contact the CBCU to start the background check process.

**Note:** New York does not perform Child Abuse and Neglect Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.

**Follow the steps below to request a Child Abuse and Neglect Check from New York:**

1) Contact the CBCU to start the background check process:
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts

2) Provide the CBCU with the following:
   - Your name and Social Security Number
   - Your previous addresses in from 1973 or your date of birth and the approximate month and year you moved in and out of each residence. (If you are unable to remember the exact address, list the city and state).
   - The names, dates of birth, and sex of your spouse and other household members

3) After the CBCU sends you an email, print out the attached request form and sign it in the presence of a notary

4) Have the notary sign and seal the request form

5) Send the request form by mail to:

   New York State
   Office of Children and Family Services
   Statewide Central Register
   P.O. Box 4480
   Albany, NY 12204-0480

New York sends the results to the CBCU by mail.

Contact Information for New York Abuse and Neglect History

Website: New York Child Protective Services

Foster or Adoptive Home Applicants and Household Members

New York requires the CBCU to submit the request. Contact the CBCU to start the background check process.

Note: New York does not perform Child Abuse and Neglect Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.

Follow the steps below to request a Child Abuse and Neglect Check from New York:

1) Contact the CBCU to start the background check process:
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
Fax: 512-339-5871
Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts

2) Provide the CBCU with the following:
   - Your name and Social Security Number
   - The approximate month and year you moved into your current residence
   - Your previous addresses for the past 28 years or from your date of birth and the approximate month and year you moved in and out of each residence. (If you are unable to remember the exact address, list the city and state).
   - The names, dates of birth, and sex of your spouse and other household members

3) After the CBCU sends you an email, print out the attached request form and sign it in the presence of a notary

4) Have the notary sign and seal the request form

5) Send the request form by mail to:

   New York State
   Office of Children and Family Services
   Statewide Central Register
   P.O. Box 4480
   Albany, NY 12204-0480

   New York sends the results to the CBCU by mail.

Contact Information for New York Abuse and Neglect History
Website: New York Child Protective Services

OOS CRIMINAL HISTORY — NY

Day Care Employees and Volunteers
The CBCU does not require a separate criminal history check from New York due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.
Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

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**North Carolina**

**OOS CHILD ABUSE AND NEGLECT CHECK – NC**

**Day Care or Residential Care Employees and Volunteers**

North Carolina requires the CBCU to submit the request. Contact the CBCU to start the background check process.

**Follow the steps below to request a Child Abuse and Neglect Check from North Carolina:**

1) Contact the CBCU to start the background check process:
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: [Centralized Background Check Unit Contacts](#)

2) Provide the CBCU with the following:
   - Your name and Social Security Number
   - A list of the North Carolina Counties in which you previously resided

North Carolina sends the results to the CBCU by mail.

**Contact Information for North Carolina Abuse and Neglect History**

Website: [North Carolina Out-of-State Background Check Information](#)

**Foster or Adoptive Home Applicants and Household Members**

North Carolina requires the CBCU to submit the request. Contact the CBCU to start the background check process.
Follow the steps below to request a Child Abuse and Neglect Check from North Carolina:

1) Contact the CBCU to start the background check process:
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts

2) Provide the CBCU with your name and Social Security Number

3) After the CBCU sends you an email, print out the attached request form and sign in the **Employee (E), Applicant (A) or Volunteer (V)** section on the right side of the form

4) Send the request form to the CBCU by either:
   - Scanning the form and sending it as an email attachment to CBCUBackgroundChecks@dfps.state.tx.us (preferred) with the Subject line: “Abuse/Neglect History Request for North Carolina”
   - Faxing it to 512-339-5871 and enter “Abuse/Neglect History Request for North Carolina” on the cover sheet

North Carolina sends the results to the CBCU by fax.

*Contact Information for North Carolina Abuse and Neglect History*

Website: North Carolina Criminal Background Check Unit

**OOS CRIMINAL HISTORY – NC**

**Day Care Employees and Volunteers**

The CBCU does not require a separate criminal history check from North Carolina due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.

**Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members**

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.
North Dakota

OOS CHILD ABUSE AND NEGLECT CHECK – ND

North Dakota has the same process for child care employees and foster and adoptive homes and requires the CBCU to submit the request. Complete the request form and send it to the CBCU.

Follow the steps below to request a Child Abuse and Neglect Check from North Dakota:

1) Fill in the fields of the ND Child Abuse and Neglect Background Inquiry request form as follows:
   - **Agency/Organization** – Enter “Texas Health and Human Services –CBCU”
   - **Contact Person** – Enter “Julianna Crighton”
   - **Telephone Number** – Enter “512-919-7968”
   - **Address** – Enter “Julianna.Crighton@hhsc.state.tx.us”
   - **City** – Enter “Austin”
   - **State** – Enter “TX”
   - **Zip Code** – Enter “78714-9030”
   - Select both checkboxes in the Part II section
   - **This information is being requested for** – Select the appropriate checkbox based on the person’s role:
     - Adoption study
     - Foster parent licensing
     - Childcare/In-home provider
   - **Last Name** – Enter your last name
   - **First Name** – Enter your first name
   - **Full Middle Name** – Enter your middle name. If none, select the checkbox for None.
   - **Social Security Number** – Enter your SSN. If none, enter “N/A”.
   - **Date of Birth** – Enter your DOB as mm/dd/yyyy
   - **Birth Name, Alias, or Other Married Names You Have Gone by in the Last Ten Years** – Enter all alternate names you have used. If none, select the checkbox indicating no additional names.
   - **Current Physical Address** – Enter your address
   - **City** – Enter your city
   - **State** – Enter your state
   - **Zip Code** – Enter your zip code
   - **Last North Dakota Address** – Enter your previous address in North Dakota
- **City** – Enter your previous city in North Dakota
- **State** – Enter "ND"
- **Zip Code** – Enter your previous zip code in North Dakota

2) Print out the request form and initial both checkboxes in **Part II**
3) Sign and date the request form
4) Send the request form to the CBCU by either:
   - Scanning the form and sending it as an email attachment to [CBCUBackgroundChecks@dfps.state.tx.us](mailto:CBCUBackgroundChecks@dfps.state.tx.us) (preferred) with the **Subject** line: “Abuse/Neglect History Request for North Dakota”
   - Faxing it to 512-339-5871 and enter “Abuse/Neglect History Request for North Dakota” on the cover sheet

North Dakota sends the results to the CBCU within 30 days.

**Contact Information for North Dakota Abuse and Neglect History**

Website: [Background Checks for Child Care Providers](http://www.dfps.state.tx.us/BCU/)

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**OOS CRIMINAL HISTORY — ND**

**Day Care Employees and Volunteers**

North Dakota processes name-based criminal history checks and charges a $15 fee. Complete the request form and submit it with payment to North Dakota by mail.

**Follow the steps below to request a Criminal History Check from North Dakota:**

1) Fill in the fields of the [ND Request for Criminal History Record Information](http://www.dfps.state.tx.us/BCU/) request form as follows:
   - **Mail to Attention of** – Enter “Julianna Crighton”
   - **Telephone Number** – Enter “512-919-7968”
   - **Name/Company** – Enter “Texas Health and Human Services –CBCU”
   - **Address** – Enter “P.O. Box 149030 Mail Code: 121-7”
   - **City** – Enter “Austin”
   - **State** – Enter “TX”
   - **Zip Code** – Enter “78714-9030”
   - **Last Name** – Enter your last name
   - **First Name** – Enter your first name
- *Middle Name* – Enter your middle name
- *Last Name(s) (AKA/Maiden/Former)* – Enter any alternate names you have used
- *Date of Birth* – Enter your DOB as mm/dd/yyyy
- *Social Security Number* – Enter your SSN. If none, enter “N/A”.
- *BCI State ID Number* – Leave blank
- *Specific Reportable Criminal Event Identified by Date, Offense, and Agency or Court* – Leave blank
- *Current Address* – Enter your address
- *City* – Enter your city
- *State* – Enter your state
- *Zip Code* – Enter your zip code

2) Print out the request form
3) Write a check or money order in the amount of $15 made payable to: North Dakota Attorney General
4) Send the request form and payment by mail to:

```
Criminal Records Section  
North Dakota Bureau of Criminal Investigation  
4205 State Street  
P.O. Box 1054  
Bismarck, ND 58502-1054
```

North Dakota sends the results to the CBCU within seven to ten business days.

*Contact Information for North Dakota Criminal History*

Website: [Requesting a Criminal History Record Check](#)

**Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members**

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.
Ohio

OOS CHILD ABUSE AND NEGLECT CHECK – OH

Day Care or Residential Care Employees and Volunteers

Ohio requires the CBCU to submit the request. Contact the CBCU to start the background check process.

Follow the steps below to request a Child Abuse and Neglect Check from Ohio:

1) Contact the CBCU to start the background check process.
   ▪ Email: CBCUBackgroundChecks@dfps.state.tx.us
   ▪ Fax: 512-339-5871
   ▪ Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts

2) Provide the CBCU with the following:
   ▪ Your name and Social Security Number
   ▪ The approximate month and year you moved into your current residence
   ▪ Your two previous addresses in the last five years, including your last address in Ohio, and the approximate month and year you moved in and out of each residence

3) After the CBCU sends you an email, fill in the fields of the attached request form as follows:
   ▪ Height – Enter your height
   ▪ Weight – Enter your weight
   ▪ Hair Color – Enter your hair color
   ▪ Eye Color – Enter your eye color
   ▪ Give location and description of any scars, marks, piercings or tattoos – Leave blank

4) Print out the attached request form and sign and date it

5) Send the request form to the CBCU by either:
   ▪ Scanning the form and sending it as an email attachment to CBCUBackgroundChecks@dfps.state.tx.us (preferred) with the Subject line: “Abuse/Neglect History Request for Ohio”
   ▪ Faxing it to 512-339-5871 and enter “Abuse/Neglect History Request for Ohio” on the cover sheet
Ohio sends the results to the CBCU by email within 30 days.

Contact Information for Ohio Abuse and Neglect History
Website: Ohio Child Protective Services

Foster or Adoptive Home Applicants and Household Members
Ohio requires the CBCU to submit the request. Contact the CBCU to start the background check process.

Follow the steps below to request a Child Abuse and Neglect Check from Ohio:

1) Contact the CBCU to start the background check process.
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts
2) Provide the CBCU with your name and Social Security Number
3) After the CBCU sends you an email, fill in the fields of the attached request form as follows (You must enter this text on a computer as Ohio requires the request form to be typewritten):
   - List Previous Addresses (Within last 10 years) – Enter your previous addresses in the last ten years. If more space is needed, attach an additional page and list your other addresses.
   - List All Children Associated Applicant and Any Other People in the Household – Enter the full name and date of birth for all children in your family and any other people in your household and list their relationship to you. Select the checkbox if the person currently resides in your home. If more space is needed, attach an additional page.
   - Select the checkbox above the Signature line confirming you have read the instructions and that the information listed in the request form is true and correct
4) Sign and date the request form by either:
   - Creating a Digital ID and electronically signing the form (see Digital IDs FAQ)
   - Printing out the request form and writing your signature
5) Send the request form to the CBCU by either:
Scanning the form and sending it as an email attachment to CBCUBackgroundChecks@dfps.state.tx.us (preferred) with the Subject line: “Abuse/Neglect History Request for Ohio”
- Faxing it to 512-339-5871 and enter “Abuse/Neglect History Request for Ohio” on the cover sheet

Ohio sends the results to the CBCU by email within 30 days.

Contact Information for Ohio Child Abuse and Neglect History
Website: Ohio Child Protective Services

OOS CRIMINAL HISTORY – OH

Day Care Employees and Volunteers
The CBCU does not require a separate criminal history check from Ohio due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.

Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members
An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

OOS CHILD ABUSE AND NEGLECT CHECK – OK

Day Care or Residential Care Employees and Volunteers
Oklahoma processes background checks through an online portal. Contact the CBCU to start the background check process.

Follow the steps below to request a Child Abuse and Neglect Check from Oklahoma:
1) Contact the CBCU to start the background check process:
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts
2) Provide the CBCU with your name and Social Security Number

Oklahoma provides the results to the CBCU immediately in the online portal.

Contact Information for Oklahoma Child Abuse and Neglect History
Website: OK Licensing Records - Background Checks

Foster or Adoptive Home Applicants and Household Members
Oklahoma is considered a Non-Adam Walsh state and does not process abuse and neglect history checks for foster and adoptive purposes. No further action is needed for this particular check.

OOS CRIMINAL HISTORY — OK

Day Care Employees and Volunteers
The CBCU does not require a separate criminal history check from Oklahoma due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.

Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members
An Out-of-State criminal history check is not required for people in these roles. No further action is needed.
Oregon

OOS CHILD ABUSE AND NEGLECT CHECK – OR

Oregon has the same process for child care employees and foster and adoptive homes and requires the CBCU to submit the request. Contact the CBCU to start the background check process.

Follow the steps below to request a Child Abuse and Neglect Check from Oregon:

1) Contact the CBCU to start the background check process:
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts

2) Provide the CBCU with the following:
   - Your name and Social Security Number
   - A list of Oregon counties in which you previously resided and the approximate month and year you moved in and out of each county

3) After the CBCU sends you an email, print out the attached request form

4) Sign and date the request form on page 2

5) Send the request form to the CBCU by either:
   - Scanning the form and sending it as an email attachment to CBCUBackgroundChecks@dfps.state.tx.us (preferred) with the Subject line: "Abuse/Neglect History Request for Oregon"
   - Faxing it to 512-339-5871 and enter “Abuse/Neglect History Request for Oregon” on the cover sheet

Oregon sends the results to the CBCU by email.

Contact Information for Oregon Child Abuse and Neglect History

Website: Oregon Child Protective Services Checks
OOS CRIMINAL HISTORY — OR

Day Care Employees and Volunteers

The CBCU does not require a separate criminal history check from Oregon due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.

Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

Pennsylvania

OOS CHILD ABUSE AND NEGLECT CHECK – PA

Pennsylvania has the same process for child care employees and foster and adoptive homes. Pennsylvania provides abuse and neglect history checks through an online portal and charges a $13 fee. Submit a request through the online portal and send the results to the CBCU.

Follow the steps below to request a Child Abuse and Neglect Check from Pennsylvania:

1) Go to the PA Child Welfare Portal and click the button to Create Individual Account

2) Once you have a Keystone ID:
   - Return to the PA Child Welfare Portal and click the Individual Login button
   - Select Access My Clearances and scroll to the bottom of the page and click Continue

3) Log on to the database and submit your request for a clearance. (See Child Welfare FAQs if you have any questions). You will need to provide the following information:
   - Previous addresses since 1975 or your date of birth – partial addresses are acceptable (such as simply the city and state)
   - Names of all people with whom you have lived since 1975 or your date of birth (including parents, guardians, siblings, spouses, and roommates)
Any alternate names you have used
Credit card information for payment

4) Send the results to the CBCU by either:
   - Scanning the form and sending it as an email attachment to CBCUBackgroundChecks@dfps.state.tx.us (preferred) with the Subject line: “Abuse/Neglect History Results for Pennsylvania”
   - Faxing it to 512-339-5871 and enter “Abuse/Neglect History Results for Pennsylvania” on the cover sheet

**Note:** The instructions above contain steps for how to request a background check using the Pennsylvania online portal. If you have difficulties with the online portal or do not have a credit card to pay the fee online, send an email to the CBCU with the Subject line “Pennsylvania Abuse/Neglect Paper Request Form Needed” and include your name and Social Security Number.

Pennsylvania provides the results in the online portal within 14 business days.

**Contact Information for Pennsylvania Child Abuse and Neglect History**
Website: [PA Child Welfare Portal](http://www.pacw.portal.state.pa.us)

**OOS CRIMINAL HISTORY — PA**

**Day Care Employees and Volunteers**
Pennsylvania processes name-based criminal history checks through an online portal and charges a $22 fee. Submit a request to Pennsylvania and forward the results to the CBCU.

**Follow the steps below to request a Criminal History Check from Pennsylvania:**

1) Go to the [PATCH](http://www.pacw.portal.state.pa.us) website and select **Submit a New Record Check**
2) Select “Employment” from the Reason for Request dropdown
3) Enter your personal information and pay the $22 fee
4) After Pennsylvania sends you an email to notify you that the results are ready, send the results to the CBCU by either:
Sending it as an email attachment to CBCUBackgroundChecks@dfps.state.tx.us (preferred) with the Subject line: “Criminal History Results for Pennsylvania”

Faxing it to 512-339-5871 and enter “Criminal History Results for Pennsylvania” on the cover sheet

**Note:** The instructions above contain steps for how to request a background check using the Pennsylvania online portal. If you have difficulties with the online portal or do not have a credit card to pay the fee online, send an email to the CBCU with the Subject line “Pennsylvania Criminal History Check – Paper Request Form Needed” and include your name and Social Security Number.

Pennsylvania sends you an email to notify you when the results are ready.

*Contact Information for Pennsylvania Criminal History*

Website: PATCH

**Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members**

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

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**Puerto Rico**

**OOS CHILD ABUSE AND NEGLECT CHECK – PR**

Puerto Rico has the same process for child care employees and foster and adoptive homes and requires the CBCU to submit the request. Contact the CBCU to start the background check process.

**Follow the steps below to request a Child Abuse and Neglect Check from Puerto Rico:**

1) Contact the CBCU to start the background check process:
Email: CBCUBackgroundChecks@dfps.state.tx.us
Fax: 512-339-5871
Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts

2) Provide the CBCU with your name and Social Security Number
3) After the CBCU sends you an email, fill in the fields of the attached request form as follows (Use the Fill & Sign feature to enter text in the document):

   - **Page 1** – List the following:
     - *Marital Status* – Enter “Single”, “Married”, “Divorced”, or “Widowed” as appropriate
     - *Address* – Enter your current address and previous addresses for the last five years along with the estimated month and year you moved in and out of each residence

   - **Page 2** – List the following:
     - *Applicant’s Occupation* – Enter your current job title (such as Child Care Provider or Teacher’s Aid)
     - *Current Place of Work* – Enter the name of your current employer
     - *Previous Place of Work* – Enter the name of the last place you worked
     - *Have you worked in any child service institution?* – Select the appropriate checkboxes
     - *Identification of Current Members of Your Family* – Enter the name, date of birth, age, sex and relationship to you for each person who is currently considered immediate family, even if the person does not live with you
     - *Identification of Previous Members of Your Family* – Enter the name, date of birth, age, sex and relationship to you for each person who is currently considered immediate family, even if the person does not live with you

   - **Page 3** –
     - *Name* – Enter your name in both *Name* fields next to the highlighted *Signature* fields
     - *Day-Month-Year* – Enter the date that you will sign this form
     - *Name of Signature’s Witness* – Enter the name of the person who will witness your signature

4) Print out the request form and follow the steps below:

   - **Page 3** –
     - Sign the request form in both highlighted *Signature* fields in the presence of a witness
     - Have the witness to sign and date the form in the designated *Signature* and *Day-Month-Year* fields
5) Send the request form to the CBCU by either:
   - Scanning the form and sending it as an email attachment to CBCUBackgroundChecks@dfps.state.tx.us (preferred) with the Subject line: “Abuse/Neglect History Request for Puerto Rico”
   - Faxing it to 512-339-5871 and enter “Abuse/Neglect History Request for Puerto Rico” on the cover sheet

Puerto Rico sends the results to the CBCU by mail.

Contact Information for Puerto Rico Child Abuse and Neglect History
Email: registrocentral@familia.pr.gov

**OOS CRIMINAL HISTORY – PR**

Day Care Employees and Volunteers

Puerto Rico processes name-based criminal history checks through an online portal at no charge if you have a Puerto Rico driver’s license or identification. Submit a request to Puerto Rico and forward the results to the CBCU.

Follow the steps below to request a **Criminal History Check from Puerto Rico**:

1) Go to the New Service for Requesting Good Standing Certificate website and submit your request online
2) Check your email regularly for the results from Puerto Rico (Results will be sent quickly if no record is found, but it may take longer if there is a record)
3) Send the results to the CBCU by either:
   - Sending it as an email attachment to CBCUBackgroundChecks@dfps.state.tx.us (preferred) with the Subject line: “Criminal History Results for Puerto Rico”
   - Faxing it to 512-339-5871 and enter “Criminal History Results for Puerto Rico” on the cover sheet

**Note:** The instructions above contain steps for how to request a background check using the Puerto Rico online portal. If you do not have a Puerto Rico ID, send an email to the CBCU with the Subject line “Puerto Rico Abuse/Neglect History Check Needed – No PR ID” and include your name and Social Security Number.
Puerto Rico sends the results to you by email.

Contact Information for Puerto Rico Criminal History
Website: Puerto Rico Background Check Program

Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members
An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

Rhode Island

OOS Child Abuse and Neglect Check – RI
Rhode Island has the same process for child care employees and foster and adoptive homes and requires the CBCU to submit the request. Contact the CBCU to start the background check process.

Follow the steps below to request a Child Abuse and Neglect Check from Rhode Island:

1) Contact the CBCU to start the background check process.
   ▪ Email: CBCUBackgroundChecks@dfps.state.tx.us
   ▪ Fax: 512-339-5871
   ▪ Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts

2) Provide the CBCU with the following:
   ▪ Your name and Social Security Number
   ▪ Your last address in Rhode Island and the approximate month and year you moved in and out of that residence

3) After the CBCU sends you an email, print out the attached release letter
4) Sign and date the release letter
5) Send the release letter to the CBCU by either:
- Scanning the form and sending it as an email attachment to CBCUBackgroundChecks@dfps.state.tx.us (preferred) with the Subject line: "Abuse/Neglect History Request for Rhode Island"
- Faxing it to 512-339-5871 and enter “Abuse/Neglect History Request for Rhode Island” on the cover sheet

Rhode Island sends the results to the CBCU by fax.

Contact Information for Rhode Island Child Abuse and Neglect History
Website: RI Confidential Records Request

OOS Criminal History – RI

Day Care Employees and Volunteers

Rhode Island processes name-based criminal history checks and charges a $5 fee. Contact the CBCU to start the background check process.

Follow the steps below to request a Criminal History Check from Rhode Island:

1) Contact the CBCU to start the background check process:
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts

2) Provide the CBCU with your name and Social Security number

3) After the CBCU sends you an email with attached documents:
   - Print out the attached Disclaimer form and sign it in the presence of a notary
   - Have the notary sign and seal the Disclaimer form
   - Print out the attached agency letter
   - Make a copy of your driver’s license or photo ID (both front and back)
   - Write a check or money order in the amount of $5 made payable to: BCI
   - Address a stamped envelope to:

Texas Health and Human Services –CBCU
P.O. Box 149030 Mail Code: 121-7 ATTN: Jcrighton
Austin, TX 78714-9030
• Send the Disclaimer form, agency letter, copy of your ID, addressed envelope, and payment by mail to:

Rhode Island Office of the Attorney General
4 Howard Avenue
Cranston, RI 02920

Rhode Island sends the results to the CBCU by mail within seven business days.

Contact Information for Rhode Island Criminal History

Website: RI Bureau of Criminal Investigation

Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

South Carolina

OOS CHILD ABUSE AND NEGLECT CHECK — SC

South Carolina has the same process for child care employees and foster and adoptive homes and charges an $8 fee. Complete the request form and submit it with payment to South Carolina by mail.

Follow the steps below to request a Child Abuse and Neglect Check from South Carolina:

1) Fill in the fields of the SC Consent to Release Information request form as follows:
   • **Section I Purpose for Request** – Select the appropriate checkbox based on your role:
     o **Becoming or remaining a foster parent or potential adoptive parent**
       – For a foster or adoptive parent
I am requesting a search ONLY of the Central Registry of Child Abuse and Neglect for a purpose of – For child care employees and household members and enter:

- “child care” or
- “household member”

**Section II**

- *Mail Results To* – Enter:
  Texas Health and Human Services –CBCU
  P.O. Box 149030 Mail Code: 121-7
  Austin, TX 78714-9030
- *ATTN:* – Enter “Julianna Crighton”
- *Tel. No.* – Enter “512-919-7968”

**Section III** – Select the checkbox for State Agencies

**Section IV**

- *Name* – Enter your full name
- *DOB* – Enter your date of birth
- *Sex* – Enter your sex
- *Race* – Enter your race
- *Maiden/Aliases* – Enter all alternate names you have used in the past
- *Name Change* – Enter any recent name changes
- *Place of Birth* – Enter the state in which you were born
- *SSN* – Enter your Social Security Number. If you do not have an SSN, enter “N/A”.
- *Current Address* – Enter your current address
- *Previous Address* – Enter your last address in South Carolina and any other previous addresses in the last seven years

2) Print out the request form and sign and date it in the presence of a witness or a notary

3) Have the witness or notary sign and date the request form

4) Write a check or money order in the amount of $8 made payable to: South Carolina Dept. of Social Services

5) Send the request form and payment by mail to:

South Carolina Dept. of Social Services
ATTN: Cashier
1535 Confederate Avenue
P.O. Box 1520
Columbia, SC 29202-1520
South Carolina sends the results to the CBCU by mail.

Contact Information for South Carolina Abuse and Neglect History
Website: SC Child Care Licensing Requirements

OOS CRIMINAL HISTORY – SC

Day Care Employees and Volunteers
South Carolina processes name-based criminal history checks through an online portal and charges a $26 fee. Submit a request to South Carolina and forward the results to the CBCU.

Follow the steps below to request a Criminal History Check from South Carolina:

1) Go to the South Carolina Law Enforcement Division website
   - Click the I accept these terms and conditions button
   - Eligibility for Reduced Fees page – Select the Not Eligible button
   - South Carolina Record Check Subject
     - Last Name – Enter your legal last name
     - First Name – Enter your first name
     - Date of Birth – Enter your DOB as YYYYMMDD
     - Maiden Name – Enter your maiden name, if applicable. If none, leave blank.
     - Gender – Select the appropriate dropdown option
     - SSN – Enter your Social Security number. If you do not have an SSN, leave blank.
     - Click the Submit button
   - Information Verification and Payment
     - Review your information to confirm it is correct. If there are any errors, click on the Edit link to make any changes.
     - Select the checkbox stating I have read and acknowledge the above statements and understand that my credit card will be charged, whether or not I print the result.
     - Click the Make Payment button
   - Order Summary – Enter your credit card information

2) Print the results
3) Send the results to the CBCU by either:
- Scanning the results and sending it as an email attachment to CBCUBackgroundChecks@dfps.state.tx.us (preferred) with the Subject line: "Criminal History Results for South Carolina"
- Faxing it to 512-339-5871 and enter “Criminal History Results for South Carolina” on the cover sheet

**Note:** The instructions above contain steps for how to request a background check using the South Carolina online portal. If you are having difficulties with the online portal or do not have a printer or a credit card to pay the fee, send an email to the CBCU with the Subject line “South Carolina Criminal History Check – Paper Request Needed” and include your name and Social Security Number.

South Carolina provides the results in the online portal for requests submitted online and sends results to the CBCU by mail for requests submitted through the paper process.

**Contact Information for South Carolina Criminal History**

Website: South Carolina Law Enforcement Division

**Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members**

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

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**South Dakota**

**OOS CHILD ABUSE AND NEGLECT CHECK – SD**

**Day Care or Residential Child Care Employees or Volunteers**

South Dakota currently does not have a process to provide background checks for child care employees in other states. The CBCU clears these background checks in our system so no further action is required.
Foster or Adoptive Home Applicants and Household Members

South Dakota requires the CBCU to submit the request. Contact the CBCU to begin this background check process.

Follow the steps below to request a Child Abuse and Neglect Check from South Dakota:

1) Contact the CBCU to start the background check process.
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts

2) Provide the CBCU with your name and Social Security Number

3) After the CBCU sends you an email, save the attached request form to your computer to enable the Fill & Sign feature or print out the request form and fill in the fields as follows (use print):
   - Enter any other maiden names or former names not already listed on the form
   - Enter the full name and date of birth for each of your biological children, including those who are adults

4) Sign and date the request form in the presence of a notary

5) Have the notary sign and date the request form

6) Send the request form by mail to:

   DSS –Division of Child Protection
   ATTN: Nicole LeBeau –Central Registry
   700 Governors Drive
   Pierre, SD 57501-2291

South Dakota sends the results to the CBCU.

Contact Information for South Dakota Abuse and Neglect History

Website: SD Child Protection Services
OOS CRIMINAL HISTORY CHECK – SD

Day Care Employees and Volunteers

South Dakota requires fingerprints to perform a criminal history check and charges a $26.75 fee. Complete the request form and send it with payment to South Dakota by mail.

Follow the steps below to request a Criminal History Check from South Dakota:

1) Save the SD Authorization and Release Form to your computer to enable the Fill & Sign feature or print out the request form and fill in the fields as follows (use print):
2) Open the request form from the folder on your computer and in the yellow bar at the top of the form, select Enable All Features
3) Click on the Fill & Sign or Comments button to enable the entry of text
4) Fills in the fields of the request form as follows:
   - On the first line – Enter your full name
   - On the second line – Enter “Texas Health and Human Services –CBCU”
   - On the third line – Enter “Texas Health and Human Services –CBCU”
   - On the fourth line – Enter your full name
   - Mail Response To – Enter:
     Texas Health and Human Services –CBCU
     P.O. Box 149030 Mail Code: 121-7 ATTN: JCrighton
     Austin, TX 78714-9030
5) Go to a local law enforcement agency and request to be fingerprinted on the FD-258 fingerprint card
   **Note:** If the law enforcement agency does not have an FD-258 card, contact Julianna Crighton at 512-919-7968 and request a fingerprint card
6) Sign and date the attached request form in the presence of two witnesses
7) Have both witnesses sign the request form
8) Write a check or money order in the amount of $26.75 made payable to: DCI
9) Send the fingerprints, request form, and payment by mail to:

   Office of the Attorney General
   Division of Criminal Investigation
   1302 E Highway 14, Suite 5
   Pierre, SD 57501
South Dakota sends the results to the CBCU by mail.

*Contact Information for South Dakota Criminal History*
Website: [SD State Only Background Checks](#)

**Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members**
An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

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**Tennessee**

**OOS CHILD ABUSE AND NEGLECT CHECK – TN**

**Day Care or Residential Care Employees and Volunteers**
Tennessee requires the CBCU to submit the request. Contact the CBCU to start the background check process.

**Follow the steps below to request a Child Abuse and Neglect Check from Tennessee:**

1. Contact the CBCU to start the background check process.
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: [Centralized Background Check Unit Contacts](#)
2. Provide the CBCU with the following:
   - Your name and Social Security Number
   - Your last address in Tennessee and the approximate month and year you moved in and out of that residence

Tennessee sends the results to the CBCU by email.
Contact Information for Tennessee Child Abuse and Neglect History

Website: TN Background Checks for Child Care Employees

Foster or Adoptive Home Applicants and Household Members

Tennessee requires the CBCU to submit the request. Contact the CBCU to start the background check process.

Follow the steps below to request a Child Abuse and Neglect Check from Tennessee:

1) Contact the CBCU to start the background check process.
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts

2) Provide the CBCU with the following:
   - Your name and Social Security Number
   - Your last address in Tennessee and the approximate month and year you moved in and out of that residence

3) After the CBCU sends you an email, print out the attached release letter

4) Sign and date the release letter

5) Send the request form to the CBCU by either:
   - Scanning the form and sending it as an email attachment to CBCUBackgroundChecks@dfps.state.tx.us (preferred) with the Subject line: “Abuse/Neglect History Request for Tennessee”
   - Faxing it to 512-339-5871 and enter “Abuse/Neglect History Request for Tennessee” on the cover sheet

Tennessee sends the results to the CBCU within seven to ten business days.

OOS CRIMINAL HISTORY – TN

Day Care Employees and Volunteers

The CBCU does not require a separate criminal history check from Tennessee due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.
Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

U.S. Virgin Islands

OOS Child Abuse and Neglect Check – USVI

The U.S. Virgin Islands has the same process for child care employees and foster and adoptive homes and requires the CBCU to submit the request. Contact the CBCU to start the background check process.

Follow the steps below to request a Child Abuse and Neglect Check from the U.S Virgin Islands:

1) Contact the CBCU to start the background check process.
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts

2) Provide the CBCU with the following:
   - Your name and Social Security Number
   - Your last address in the U.S. Virgin Islands and the approximate month and year you moved in and out of that residence

3) After the CBCU sends you an email, print out the attached release form

4) Sign and date the release form in the presence of two witnesses

5) Have both witnesses sign the release form

6) Send the release form to the CBCU by either:
   - Scanning the form and sending it as an email attachment to CBCUBackgroundChecks@dfps.state.tx.us (preferred) with the Subject line: “Abuse/Neglect History Request for U.S. Virgin Islands”
   - Faxing it to 512-339-5871 and enter “Abuse/Neglect History Request for U.S. Virgin Islands” on the cover sheet
U.S. Virgin Islands sends the results to the CBCU by mail.

**Contact Information for U.S. Virgin Islands Child Abuse and Neglect History**

Website: U.S. Virgin Islands Department of Human Services

**OOS CRIMINAL HISTORY – USVI**

**Day Care Employees and Volunteers**

The U.S. Virgin Islands processes name-based criminal history checks and charges a $12 fee. Contact the CBCU to start the background check process.

**Follow the steps below to request a Criminal History Check from the U.S. Virgin Islands:**

1) Contact the CBCU to start the background check process:
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts

2) Provide the CBCU with the following:
   - Your name and Social Security Number
   - Your city and state of birth

3) After the CBCU sends you an email with attached documents:
   - Print out the attached request letter and release letter
   - Sign the release letter in the presence of a notary
   - Have the notary sign and seal the release letter
   - Purchase a money order in the amount of $12 made payable to: U.S. Virgin Islands Government
   - Address a stamped envelope to:
     - Texas Health and Human Services –CBCU
       P.O. Box 149030 Mail Code: 121-7 ATTN: JCrighton
       Austin, TX 78714-9030
   - Send the request letter, release letter, money order, and stamped-addressed envelope by mail to:
     - U.S. Virgin Islands Police Department
       ATTN: Records
       #45 Mars Hill
       Frederiksted, St. Croix VI 00840
The U.S. Virgin Islands sends the results to the CBCU by mail.

**Contact Information for U.S. Virgin Islands Criminal History**
Website: [USVI Police Department Records Bureau](#)

**Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members**
An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

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**Utah**

**OOS Child Abuse and Neglect Check – UT**
Utah has the same process for child care employees and foster and adoptive homes and requires the CBCU to submit the request. Contact the CBCU to start the background check process.

**Follow the steps below to request a Child Abuse and Neglect Check from Utah:**

1) Contact the CBCU to start the background check process:
   - Email: [CBCUBackgroundChecks@dfps.state.tx.us](mailto:CBCUBackgroundChecks@dfps.state.tx.us)
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: [Centralized Background Check Unit Contacts](#)
2) Provide the CBCU with your name and Social Security Number
3) After the CBCU sends you an email, print out the attached request form
4) Sign and date page 2 of the request form
5) Make a copy of your Driver’s License, State ID, or Passport
6) Send the request form and copy of your photo ID to the CBCU by either:
   - Scanning the form and sending it as an email attachment to [CBCUBackgroundChecks@dfps.state.tx.us](mailto:CBCUBackgroundChecks@dfps.state.tx.us) (preferred) with the Subject line: “Abuse/Neglect History Request for Utah”
Faxing it to 512-339-5871 and enter “Abuse/Neglect History Request for Utah” on the cover sheet

Utah sends the results to the CBCU Inspector by email.

**Contact Information for Utah Abuse and Neglect History**
Website: [Utah Department of Child and Family Services](https://www.uta.gov)

**OOS CRIMINAL HISTORY CHECK – UT**

**Day Care Employees and Volunteers**
Utah requires fingerprints to perform a criminal history check and charges a $15 fee. Complete the request form Third Party Release form and send both forms with payment to Utah by mail.

**Note:** Utah requires the submission of two forms—a request form and a release form—and both forms must be signed using **black** ink.

**Follow the steps below to request a Criminal History Check from Utah:**

1) Save the [UT Application for Criminal History Record Information](https://www.uta.gov) to your computer to enable the Fill & Sign feature or print out the request form and fill in the fields as follows (use print):

2) Open the request form from the folder on your computer and click on the Fill & Sign tab to enable the entry of text

3) Fill in the fields of the request form as follows:
   - **Name** – Enter your last, first, and middle name
   - **Date of Birth** – Enter your DOB
   - **Previously Used Names** – Enter all names you have previously used
   - **Mailing Address** – Enter your mailing address
   - **Physical Address** – Enter your physical address, if different than your mailing address. If it is the same, enter “same”.
   - **Home Phone Number** – Enter your phone #
   - **Daytime Phone Number** – Enter a daytime or work phone #, if available
   - **Social Security** – Enter your SSN. If you do not have an SSN, enter “N/A”.
   - **Driver License # and State** – Enter your driver’s license # and the state that issued it
• **Physical Description:**
  - *Hgt* – Enter your height
  - *Wgt* – Enter your weight
  - *Eye Color* – Enter your eye color
  - *Sex* – Enter your sex
  - *Race* – Enter your race

• Select the appropriate checkbox in the **Method of Payment** section based on your preferred form of payment

4) Print out the request form and sign and date the request form in **black** ink

5) Pay the $15 fee either by:
  - Entering your credit card information at the bottom of the request form
  - Writing a check or money order in the amount of $15 made payable to: BCI

6) Save the **UT Third Party Release Form** to your computer to enable the **Fill & Sign** feature or print out the request form and fill in the fields as follows (use print):

7) Open the release form from the folder on your computer and click on the **Fill & Sign** tab to enable the entry of text

8) Fill in the fields of the request form as follows:
  - *Name* – Enter “Julianna Crighton”
  - *Agency* – Enter “Texas Health and Human Services –CBCU”
  - *Mailing Address* – Enter “P.O. Box 149030 Mail Code: 121-7 Austin, TX 78714-9030”
  - *Name of Applicant* – Enter your full name

9) Print out the release form and sign and date the release form in **black** ink

10) Go to a local law enforcement agency to be fingerprinted according to the instructions on the request form (The request form has a space for your fingerprints. If there are any issues with copying your fingerprints onto the request form, law enforcement can use FBI fingerprint card FD-258 capture your fingerprints)

11) Send the Utah Criminal History Request Form with fingerprints, Utah Third Party Release Form, and payment by mail to:

   Utah Bureau of Criminal Identification
   3888 West 5400 South
   Taylorsville, UT 84129

Utah sends the results to the CBCU by mail.
Contact Information for Utah Criminal History

Website: Obtaining Utah Criminal History Records

Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

Vermont

OOS CHILD ABUSE AND NEGLECT CHECK – VT

Vermont has the same process for child care employees and foster and adoptive homes. Complete the request form and submit it to Vermont by mail.

Follow the steps below to request a Child Abuse and Neglect Check from Vermont:

1) Save the VT Request for a Child Protection Registry Check: Self to your computer to enable the Fill & Sign feature or print out the request form and fill in the fields as follows (use print):

2) Open the request form from the folder on your computer and click on the Fill & Sign tab to enable the entry of text

3) Fill in the fields of the request form as follows:
   - First Name – Enter your first name
   - Middle Name – Enter your middle name. If none, enter “N/A”.
   - Last Name – Enter your last name
   - Current Street Address – Enter your address
   - Town/City – Enter your city
   - County – Enter your county
   - State – Enter your state
   - Zip – Enter your zip code
   - Date of Birth – Enter your DOB as mm/dd/yyyy
   - Gender – Select the appropriate checkbox
   - SSN – Enter the last four digits of your Social Security #. If you do not have an SSN, leave blank.
   - Please list any other names you have used – Enter all previous names you have used. Include the first, middle and last names.
- Any previous addresses in Vermont – Enter your previous addresses in Vermont
- Any previous findings or substantiations by a child protection agency – Enter information regarding any previous child abuse investigations:
  o Allegation – Enter the alleged type of child abuse or neglect, such as “physical abuse”, “medical neglect”, or “sexual abuse”. If you have never been investigated by a child protection agency, enter “N/A”.
  o Approximate date of findings – Enter the approximate month and year the investigation was completed
  o Address where you were living at the time – Enter your previous address

4) Print out the request form and sign and date it in the presence of a notary
5) Have the notary sign and stamp the request form
6) Address a stamped envelope to:

Texas Health and Human Services –CBCU  
P.O. Box 149030 Mail Code: 121-7 ATTN: JCrighton  
Austin, TX 78714-9030

7) Send the request form and addressed and stamped envelope by mail to:

DCF – Child Protection Registry  
HC 1 North Building B  
280 State Drive  
Waterbury, VT 05671-1080

Vermont sends the results to the CBCU by mail within 25 days. If you are listed on the Vermont Child Protection Registry, Vermont also notifies you by mail.

Contact Information for Vermont Child Abuse and Neglect History
Website: Vermont’s Child Protection Registry

OOS CRIMINAL HISTORY — VT

Day Care Employees and Volunteers

Vermont processes name-based criminal history checks through an online portal and charges a $30 fee. Submit a request to Vermont and forward the results to the CBCU.
Follow the steps below to request a **Criminal History Check from Vermont**:

1) Go to the Vermont Criminal Convictions Records website and click the **Start** button
   - **Criminal Record Request Service**
     - Select all three checkboxes in the *Usage Agreement for Retrieval of Records* section
     - **Requester First Name** – Enter your first name
     - **Requester Last Name** – Enter your legal last name
     - **Business Name** – Leave blank
     - **Email Address** – Enter your email address
     - Click the **Continue** button
   - **Criminal Conviction Record Request Service** – Do not enter middle initials or punctuation, such as a period or apostrophe, in the name fields.
     - **Purpose of Request** – Select “Employment”
     - **First Name** – Enter your first name
     - **Last Name** – Enter your legal last name
     - **Date of Birth** – Select you MM, DD, and YYYY from the dropdown options
     - **First Alias or Alternate Spelling**
       - **Alias First Name** – Enter any alternate first name you have used. If none, leave blank.
       - **Alias Last Name** – Enter any alternate last name (such as a maiden name). If none, leave blank.
     - **Second Alias or Alternate Spelling**
       - **Alias First Name** – Enter another alternate first name you have used. If none, leave blank.
       - **Alias Last Name** – Enter another alternate last name (such as another married name). If none, leave blank.
     - Click the **Continue** button
   - **Credit Card Information** – Enter your credit card #, expiration date, credit card type, and the name that appears on the card
   - **Billing Address Information** – Enter your billing address and click the **Submit** button
2) After Vermont provides you the results in the online portal, print or save the results to a folder on your computer
3) Send the results to the CBCU by either:
   - Sending it as an email attachment to CBCUBackgroundChecks@dfps.state.tx.us (preferred) with the **Subject** line: “Criminal History Results for Vermont”
Faxing it to 512-339-5871 and enter “Criminal History Results for Vermont” on the cover sheet

**Note:** The instructions above contain steps for how to request a background check using the Vermont online portal. If you are having difficulties with the online portal or do not have a printer or a credit card to pay the fee, send an email to the [CBCU](mailto:cbc.com) with the *Subject* line “Vermont Criminal History Check –Paper Request Needed” and include your name and Social Security Number.

Vermont provides the results to you immediately in the online portal.

**Contact Information for Vermont Criminal History**

Websites:
- [VT Record Checks](#)
- [VT Criminal Records FAQs](#)

Help Desk for online portal:
- Phone: 802-229-4171
- Email: [portal-feedback@vermont.nicusa.com](mailto:portal-feedback@vermont.nicusa.com)

**Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members**

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

**Virginia**

**OOS CHILD ABUSE AND NEGLECT CHECK – VA**

Virginia has the same process for child care employees and foster and adoptive homes and charges a $10 fee. Complete the request form and submit it with payment to Virginia by mail.
Follow the steps below to request a Child Abuse and Neglect Check from Virginia:

1) Fill in the fields of the **VA Request for Search of the Child Protective Services (CPS) Central Registry** request form as follows:

   ▪ **Purpose of Search** – Select the appropriate checkbox based on your role or type of child care operation:
     - *Adam Walsh Law* – If you are a household member in a foster/adoptive home
     - *Adoptive Parent* – If you are an adoptive parent applicant
     - *Babysitter/Family Day Care* – If you are in a Listed Family Home that only provides care to relative children
     - *Children’s Residential Facility* – If you are employed by a General Residential Operation
     - *Day Care Center* – If you are a child care employee
     - *Foster Parent* – If you are a foster parent applicant
     - *Volunteer* – If you are a child care volunteer

   ▪ **Mail Search Results To:**
     - *Name* – Enter “Texas Health and Human Services – CBCU”
     - *Address* – Enter “P.O. Box 149030 Mail Code: 121-7”
     - *City* – Enter “Austin”
     - *State* – Enter “TX”
     - *Zip* – Enter “78714-9030”
     - *Contact Name* – Enter “Julianna Crighton”
     - *Tel #* – Enter “512-919-7968”
     - *Contact E-Mail* – Enter “Julianna.Crighton@hhsc.state.tx.us”

   ▪ **Part I:**
     - *Last Name* – Enter your last name
     - *First Name* – Enter your first name
     - *Full Middle Name* – Enter your full middle name. If none, enter “N/A”.
     - *Maiden Name* – Enter your maiden name, if applicable
     - *Sex* – Select the appropriate checkbox
     - *Date of Birth* – Enter your DOB as mm/dd/yyyy
     - *Race* – Enter your race
     - *Driver’s License Number or ID #* – Enter your DL or ID #
     - *Social Security Number* – Enter your SSN. If none, enter “N/A”.
     - *Other names used* – Enter all alternate names you have used
     - *Current Address* – Enter your address
- **Applicant’s Prior Addresses** – List your last three addresses (including your previous Virginia address) and enter the approximate month and year you moved in and out of each residence
- **Marital Status** – Select the appropriate checkbox
- List the name, race, sex, and date of birth of your current spouse and any previous spouses. If you have never been married, enter “N/A”.
- **List all of your children** – Enter the name, sex, date of birth, and relationship to you (such as, daughter or stepson) of all of your children. Include all adult, step, and foster children –whether or not they live with you. If more space is needed, use attach an additional page.

2) Print out the request form as a 2-sided document and sign and date it in the presence of a notary
3) Purchase a cashier’s check or money order in the amount of $10 made payable to: Virginia Department of Social Services
4) Send the request form and payment by mail to:

```
Virginia Department of Social Services  
Office of Background Investigations – Search Unit  
801 East Main Street, 6th Floor  
Richmond, VA 23219-2901
```

Virginia sends the results to the CBCU Inspector by email within ten business days.

**Contact Information for Virginia Child Abuse and Neglect History**

Website: [VA Department of Social Services Background Investigations - Children’s Facilities](#)

**OOS CRIMINAL HISTORY — VA**

**Day Care Employees and Volunteers**

Virginia processes name-based criminal history checks and charges a $15 fee. Contact the CBCU to start the background check process.

**Follow the steps below to request a Criminal History Check from Virginia:**

1) Contact the CBCU to start the background check process:
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
Find the CBCU Inspector assigned to your region: [Centralized Background Check Unit Contacts](#)

2) Provide the CBCU with the following information:
   - Your name and Social Security number
   - Your preferred form of payment (Visa, MasterCard, or money order)

3) After the CBCU sends you an email, print out the attached request form

4) Sign **Section 1** of the attached request form in the presence of a notary

5) Have the notary sign and seal the request form

6) Payment – Do one of the following to pay the $15 background check fee:
   - Enter the credit card number, expiration date, and signature of the cardholder on the request form –OR –
   - Purchase a certified check or money order in the amount of $15 made payable to: Virginia State Police

7) Send the request form and payment by mail to:

   Virginia State Police  
   Central Criminal Records Exchange – NCJ  
   P.O. Box 85076  
   Richmond, VA 23285-5076

Virginia sends the results to the CBCU by mail within 15 business days.

**Contact Information for Virginia Criminal History**

Website: [VA Criminal Record Check](#)

**Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members**

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.
OOS CHILD ABUSE AND NEGLECT CHECK – WA

Washington has the same process for child care employees and foster and adoptive homes and charges a $20 fee. Contact the CBCU to start the background check process.

Follow the steps below to request a Child Abuse and Neglect Check from Washington:

1) Contact the CBCU to start the background check process.
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts

2) Provide the CBCU with the following:
   - Your name and Social Security Number
   - Your last address in Washington

3) After the CBCU sends you an email, print out the attached request form

4) Sign and date the request form in section D

5) Write a check or money order in the amount of $20 made payable to: DCYF

6) Send the request form and payment by mail to:
   
   DCYF ATTN: Fiscal
   PO Box 45710
   Olympia, WA 98504-5710

Washington sends the results to the CBCU by email.

Contact Information for Washington Child Abuse and Neglect History

Website: WA Child Abuse and Neglect Founded Findings Requests from External Requestors
OOS CRIMINAL HISTORY – WA

Day Care Employees and Volunteers

Washington processes name-based criminal history checks through an online portal and charges an $11 fee. Submit a request to Washington and forward the results to the CBCU.

Follow the steps below to request a Criminal History Check from Washington:

1) Go to the Washington Access to Criminal History website
2) Click on the link to Establish a New Credit Card Account
3) Submit a request for Name and Date of Birth background check and pay the $11 fee (The results will be available immediately)
4) After Washington provides you the results in the online portal, print or save the results to a folder on your computer
5) Send the results to the CBCU by either:
   ▪ Sending it as an email attachment to CBCUBackgroundChecks@dfps.state.tx.us (preferred) with the Subject line: “Criminal History Results for Washington”
   ▪ Faxing it to 512-339-5871 and enter “Criminal History Results for Washington” on the cover sheet

Washington provides the results to you immediately in the online portal.

Contact Information for Washington Criminal History

Website: Washington Access to Criminal History

Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.
OOS CHILD ABUSE AND NEGLECT CHECK – WV

Day Care or Residential Care Employees and Volunteers

West Virginia requires the CBCU to submit the request. Complete the request form and send it to the CBCU.

Follow the steps below to request a Child Abuse and Neglect Check from West Virginia:

1) Print out the WV Authorization and Release for Protective Services Record Check -Agencies/Providers Out-of-State request form
2) Fill in the fields of the request form as follows (You must use blue ink):
   - Name – Enter your first, middle, and last name
   - Birth Date – Enter your DOB as mm/dd/yyyy
   - Social Security Number – Enter your SSN
   - Current Home Address – Enter your address
   - If you have not lived at your current address for 5 years, please list the address for your location in the last 5 years – Enter your previous address in West Virginia
   - List maiden names and all aliases – Enter all alternate names you have used
   - Certification – List any previous child abuse or neglect investigations by the state, approximate month and year of investigation, the allegation, and the outcome
   - Leave the rest of the form blank
3) Sign and date the request form
4) Send the request form to the CBCU by mail at:

   Texas Health and Human Services –CBCU
   P.O. Box 149030 Mail Code 121:7 ATTN: JCrighton
   Austin, TX 78714-9030

West Virginia sends the results to the CBCU by mail.
**Contact Information for West Virginia Abuse and Neglect History**

Website: [Request an APS and CPS Background Check](#)

**Foster or Adoptive Home Applicants and Household Members**

West Virginia requires the CBCU to submit the request. Complete the request form and send it to the CBCU.

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**Follow the steps below to request a Child Abuse and Neglect Check from West Virginia:**

1. Print out the [WV Authorization and Release for Protective Services Record Check for Adoption & Foster Care](#) request form
2. Fill in the fields of the request form as follows (You must use blue ink):
   - **Name** – Enter your first, middle, and last name (Do not use initials)
   - **Birth Date** – Enter your DOB as mm/dd/yyyy
   - **Social Security Number** – Enter your SSN
   - **Current Home Address** – Enter your address
   - **If you have not lived at your current address for 5 years, please list the address for your location in the last 5 years** – Enter your previous address in West Virginia
   - **List maiden names and all aliases** – Enter all alternate names you have used
   - **Certification** – List any previous child abuse or neglect investigations by the state, approximate month and year of investigation, the allegation, and the outcome
   - Leave the rest of the form blank
3. Sign and date the request form
4. Send the request form to the CBCU by mail at:

   Texas Health and Human Services –CBCU  
P.O. Box 149030 Mail Code 121:7 ATTN: JCrighton  
Austin, TX 78714-9030

West Virginia sends the results to the CBCU by mail.

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**Contact Information for West Virginia Child Abuse and Neglect History**

Website: [Request an APS and CPS Background Check](#)
OOS CRIMINAL HISTORY – WV

Day Care Employees and Volunteers
The CBCU does not require a separate criminal history check from West Virginia due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.

Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members
An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

Wisconsin

OOS CHILD ABUSE AND NEGLECT CHECK – WI
Wisconsin has the same process for child care employees and foster and adoptive homes and requires the CBCU to submit the request. Contact the CBCU to start the background check process.

Note: Wisconsin does not perform Child Abuse and Neglect Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.

Follow the steps below to request a Child Abuse and Neglect Check from Wisconsin:

1) Contact the CBCU to start the background check process.
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts

2) Provide the CBCU with your name and Social Security Number
3) After the CBCU sends you an email, print out the attached request form
4) Write your name in print in the first Print Name field on page 2 of the request form
5) Sign and date page 2 of the request form in the presence of a witness
6) Have the witness sign, date, and print his or her name on page 2 of the request form
6) Send the request form to the CBCU by either:
   ▪ Scanning the form and sending it as an email attachment to
     CBCUBackgroundChecks@dfps.state.tx.us (preferred) with the Subject line: “Abuse/Neglect History Request for Wisconsin”
   ▪ Faxing it to 512-339-5871 and enter “Abuse/Neglect History Request for Wisconsin” on the cover sheet

Wisconsin sends the results to the CBCU within ten business days.

Contact Information for Wisconsin Child Abuse and Neglect History
Website: WI Milwaukee County Child Protective Services

OOS CRIMINAL HISTORY — WI

Day Care Employees and Volunteers
Wisconsin processes name-based criminal history checks through an online portal and charges a $7 fee. Submit a request to Wisconsin and forward the results to the CBCU.

Follow the steps below to request a Criminal History Check from Wisconsin:
1) Go to the Wisconsin Online Record Check System portal and select the Public Access tab
   ▪ Click on the Submit Request button (See the Anonymous User Submits A Background Request training guide for instructions with screenshots)
   ▪ Select “Caregiver” from the Background Check Type dropdown menu
   ▪ Fill in the fields of the Person 1 section with your information and click Submit
   ▪ Checkout page – Click the Submit Payment button
   ▪ e-Payment Services login page – Select Pay Without Registering
   ▪ Make a Payment page:
     o Enter your credit card or bank information
     o Click Continue
   ▪ Review Payment page – Look over your information for accuracy and:
     o Click Confirm if correct
     o Click the Back link if there is an error and make any corrections
- **Confirmation** page:
  - Copy your *Confirmation Number* or click *print this page*
  - Click *Continue*

- **Payment Status** page:
  - Click *Print* to print your receipt
  - Click *View Results*

- **Request Results** page – Check the *Result Status* column for “Completed”
  - Refresh the page in 1-2 minutes until “Completed” displayed
  - Select the *I have read and understand the above “Explanation About How to Understand this Response”* checkbox
  - Click *Back To Results*
  - Click *View Rapsheet*

- If the results are not ready or you want to review them again:
  - Return to the [Wisconsin Online Record Check System](#) login page and select the *Public Access* tab
  - Enter the *Order Reference Number* from your receipt into the blank field
  - Click *Search*

2) After Wisconsin provides you the results in the online portal, print or save the results to a folder on your computer

3) Send the results to the CBCU by either:
   - Sending it as an email attachment to [CBCUBackgroundChecks@dfps.state.tx.us](mailto:CBCUBackgroundChecks@dfps.state.tx.us) (preferred) with the *Subject* line: “Criminal History Results for Wisconsin”
   - Faxing it to 512-339-5871 and enter “Criminal History Results for Wisconsin” on the cover sheet

Wisconsin provides the results to the person within minutes in the online portal.

**Contact Information for Wisconsin Criminal History**

Website: [WI Background Check & Criminal History Information](#)
Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

Wyoming

OOS Child Abuse and Neglect Check – WY

Wyoming has the same process for child care employees and foster and adoptive homes and charges a $10 fee. Contact the CBCU to start the background check process.

Follow the steps below to request a Child Abuse and Neglect Check from Wyoming:

1) Contact the CBCU to start the background check process.
   - Email: CBCUBackgroundChecks@dfps.state.tx.us
   - Fax: 512-339-5871
   - Find the CBCU Inspector assigned to your region: Centralized Background Check Unit Contacts

2) Provide the CBCU with the following:
   - Your name and Social Security Number
   - Your addresses for the past five years
   - A list of the names of your children

3) After the CBCU sends you an email, save the attached request form to your computer to enable the Fill & Sign feature or print out the request form and fill in the fields on page 2 as follows (use print):
   - List all addresses for the past five years
   - List the names of your children

4) Sign and date page 2, but do not initial the statement at the bottom to opt out of the electronic submission of results by email

5) Write out a check or money order in the amount of $10 made payable to: State of Wyoming

6) Address an empty envelope to:

   Texas Health and Human Services –CBCU
   P.O. Box 149030 Mail Code: 121-7
   ATTN: Julianna Crighton
Wyoming sends the results to the CBCU within eight business days by email.

*Contact Information for Wyoming Abuse and Neglect History*

Website: [Wyoming Central Registry](#)

**OOS CRIMINAL HISTORY – WY**

**Day Care Employees and Volunteers**

The CBCU does not require a separate criminal history check from Wyoming due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.

**Residential Child Care Employees and Volunteers or Foster and Adoptive Home Applicants and Household Members**

An Out-of-State criminal history check is not required for people in these roles. No further action is needed.

**If you need a background check from a U.S. territory that is not listed in this resource guide, please contact the CBCU:**

- Email: CBCUBackgroundChecks@dfps.state.tx.us
- Fax: 512-339-5871
- Find the CBCU Inspector assigned to your region: [Centralized Background Check Unit Contacts](#)
<table>
<thead>
<tr>
<th>Date Posted</th>
<th>Section</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 3, 2019</td>
<td>- MS – OOS CAN Check</td>
<td>- Added warning that link in email sent by Mississippi expires within 48 hours</td>
</tr>
<tr>
<td></td>
<td>- KY – OOS CAN Check</td>
<td>- Updated link to request form</td>
</tr>
<tr>
<td></td>
<td>- LA – OOS CAN Check Foster/Adopt</td>
<td>- Updated steps to include filling out request form and submitting copy of ID</td>
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<tr>
<td></td>
<td>- KY – OOS CAN Check</td>
<td>- Added steps to submit notarized form if unable to use Online Verification in portal</td>
</tr>
<tr>
<td></td>
<td>- NV – OOS CH Check</td>
<td>- Updated link to request form and fee increase to $27</td>
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<tr>
<td></td>
<td>- NM – OOS CH Check</td>
<td>- Added note to fill out all fields on money order</td>
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<td></td>
<td>- LA – OOS CAN Check Foster/Adopt</td>
<td>- Added steps to fill out fields of request form</td>
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<td>- WA – OOS CH Check</td>
<td>- Updated fee decrease to $11</td>
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<td>- WV – OOS CAN Check Day Care or Residential Employees</td>
<td>- Updated link to request form</td>
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<tr>
<td></td>
<td>- WY – OOS CAN Check</td>
<td>- Updated steps to include filling out request form</td>
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