

CHILD ABUSE RECORD REQUESTS – SUPPLEMENTAL INFORMATION

Additional information may be found by going to:

www.nrcfcppp.org > information services > hot topics > state policies > state child abuse registries

Louisiana – When contacting CPS intake, you will be transferred to the program manager on-call that week to access the requested information.

Maine – Before a child abuse history check can be requested, an agency must first register its agency with the State of Maine to receive such information. To become registered, Maine will provide the necessary form. The form can be requested by contacting Janene or Barbara at 1-800-452-1999, ext. 2. The agencies fax number is 207-287-5065.

After registering with the state, Maine will provide the requesting agency the necessary forms to make an abuse registry check. Additionally, a self addressed, stamp envelope must also be attached to each abuse registry check request. There is a \$15.00/per individual fee required for every request. This fee will be waived for another state agency, but it will not be waived for private agencies (i.e. CBC's) operating on a state's behalf. The only option to circumvent CBC's having to pay the \$15.00 fee to have the State of Florida register with Maine and then photocopy and manually provide the necessary forms to the CBC's via U.S. mail who can then directly submit the request to Maine. Maine does not allow any of its forms to be altered, scanned, nor electronically submitted or reproduced in any fashion.

The downfall to registering Florida as a state with Maine would be the inability for a CBC to contact Maine directly for additional information. There must be one designated contact person per registration form submitted. If a CBC registers itself, it will be assigned a separate ID, it will have its own designated contact person, and the CBC will be able to converse with Maine directly. Despite these positives, Maine will impose the \$15.00 fee per individual background check requested upon the CBC. There are no fees to register an agency with the State of Maine.

Before making a request, please ensure that the prospective foster or adoptive parent has signed a release form and the form has been forward to Maine. All abuse registry checks will be returned via U.S. mail. The average time to receive the results of a check back is 7 business days.

To request a criminal history check, please contact the State Bureau of Identification at 207-624-7240. They are also available online at www10.informe.org/PCR/. It is recommended to call first as there are fees associated with each request.

Maryland – All requests should be faxed on agency letterhead to Francine Conway-Hayes. The request should include the applicants name and social security number as well as a method to contact the requesting individual.

Massachusetts – Please contact the emergency hotline at 1-800-792-5200. Provide the town in which the applicant resided, and the local number will then be provided.

Michigan – Fax a request to the Child Protection Intrastate Inquire Office at 517-241-7047 to the attention of Yuronda. The request should be faxed on agency letterhead and should also include the reason for the request, the applicants name, date of birth and social security number.

Minnesota – Please contact John Langworthy to make requests for child protection information. Mr. Langworthy's telephone number is 651-431-4684. His e-mail address is john.langworthy@state.mn.us. Mr. Langworthy's back-up is Ms. Nan Beman. Ms. Beman's telephone number is 651-431-4767. Her fax number is 651-431-7521 and her email address is nan.beman@state.mn.us. Either can be reached via US mail at Minnesota Department of Human Services, Child Safety and Permanency, P.O. Box 64943, St. Paul, Minnesota 55164-0943. As a secondary measure, one may contact the county directly. Please find county listings at www.dhs.state.mn.us. Click under county agencies to access the appropriate county telephone number.

Mississippi – All requests should be made via fax on agency letterhead.

Missouri – Requests can be made by calling 573-751-3448. The requestor will be placed into a phone queue to await an available counselor. The counselor will take information over the phone; return a call to the requestor to verify his/her identity; and the release the requested information.

Montana – Request can be made via phone at 866-820-5437. The counselor will then have you fax, on agency letterhead, all pertinent information regarding the family to 406-444-4156. The request shall be addressed to the attention of Centralized Intake.

Nebraska – Requests should be made on agency letterhead and faxed to the attention of Steve Wilson. Mr. Wilson's fax number is 402-471-9034.

Nevada – All requests shall be directed to Sue Lamon. Ms. Lamon can be reached at 775-684-4415. Her fax number is 775-684-4456. To expedite the process, you may download the request form at http://www.dcf.state.nv.us/DCFS_ChildProtSer-CentralReg.htm. At the bottom of the page, the form is available in both Word and PDF formats. The completed form can either be faxed or mailed to Ms. Lamon. Her physical address is 4126 Technology Way, 3rd Floor, Carson City, Nevada 89706.

New Hampshire – Request should be made on agency letter head and faxed to John Harrington at 603-271-4729.

New Jersey – Please contact the Office of Licensing to make the request. The request should be directed to Richard Ferrell (609-514-4497). All requests should be made on agency letterhead to include the purpose of the request (i.e. application for foster care

licensure), a contact telephone number for the agency representative, an applicant consent form with an original signature, all addresses where the individual lived while residing in NJ to include timeframes for each residential address, and Florida's forms that the individual completes at the time of application. The required information should be mailed to the attention of Richard Ferrell, Office of Licensing, Post Office Box 707, Trenton, New Jersey 08625-0707.

New Mexico – The hotline accepts faxed request only. Included in the fax should be all individuals' names of whom a check is requested, their dates of birth and any other pertinent information. The fax number to forward the request to is 505-841-6691.

New York – Administrators in New York State are in the process of determining how they will implement Adam Walsh legislation. Until that time, which is projected to take months, the applicant (prospective foster or adoptive parent) must send a letter to the New York State Office of Children & Families requesting his or her own record check. New York law requires the Office of Children & Families to release abuse and neglect history information to individuals, but it prohibits the agency from releasing such information to outside entities.

To request a check, please have the applicant write a letter which includes at a minimum a statement that he/she is "Requesting a review of his/her indicated cases and copies of all records." The letter should also include all names, alias, and maiden names for the applicant; his/her date of birth; names and birthdates for all children; and any address where the applicant previously lived in the State of New York to include the city and county.

The request should be mailed to: Office of Children & Families Services, Post Office Box 4480, Albany, New York 12204.

After a diligent review of New York systems, if records are found, copies will be sent to the applicant. If there are no records found, the applicant will be sent a letter stating the following, "We received your request for a review. After a thorough review of our systems, you were not founded to be an indicated subject of a previous report." It would then become the applicant's responsibility to provide outcome information (i.e. copy of records or clearance letter) to the licensing entity.

North Carolina – Currently, North Carolina runs a county based system. There is no centralized registry nor is there a list of all child protection liaisons within each county system. North Carolina is in the process of reviewing its child protection system of care, policy and legislation. As on now, please call the main county number listed at <http://www.ncdhhs.gov/dss/local/docs/directory.pdf> and ask for the child protection unit to inquire about previous child abuse, neglect history. At a date later than January 10, 2007, please contact Terri Reichert at 919-733-4622 to secure updated information regarding the process.

North Dakota – Request should be in writing and faxed to the attention of Cindy Nolz at 701-328-3538.

Ohio – All requests should be faxed on agency letterhead to Barbara Parker at 614-728-6726. Indicate in the request that it is pursuant to The Adam Walsh Child Protection and Safety Act of 2006.

Oklahoma – Fax request on agency letterhead to 405-521-4373. The fax should include the reason for the request, what information you're requesting specifically, parents and children's names, dates of births and social security numbers. It may take up to a week to respond. Oklahoma State statutes are very specific as to what can and can not be released. All requests will be individually reviewed by Ms. Esther Rider-Salem.

Oregon – Please fax all request on agency letterhead to 503-378-3800. Request should include a description of what we need and why the request is being made.

Pennsylvania – There is a \$10.00 fee per request. Forms and extensive instructions are provided at <http://www.dpw.state.pa.us/Child/ChildAbuseNeglect/003671038.htm>

Rhode Island – All requests should be faxed to 401-528-3480, to the attention of Master Files. Please include with your requests a signed release from the individual(s) of whom you're requesting information and a letter including the individual's name date of birth and any additional information that you may have.

South Carolina – Information contained on NRCFCPPP website is correct.

South Dakota – South Dakota does not allow the Department of Social Services to release information for the purposes of licensing. The state legislative session began 1/9/2007 and they hope to pass necessary legislation by the end of March (2007) which will afford them the ability to release information. It is NOT a preferred method by the State of South Dakota, but applicants can request their own information as long as they present the request in writing and include a notarized signature.

Tennessee – Fax request on agency letterhead to 615-253-1403. Attention the request to Rolanda. Any follow-up calls regarding the request must be directed through the hotline 877-237-0004.

Texas – Call the switchboard at 512-929-6784. Ask to speak to the EBC Unit at extension 3960. Additionally, please submit a faxed request on agency letterhead explaining the reason for your request and the purpose of its use. The request should be faxed to 1-800-647-7410 and put to the attention of "EBC Unit."

Utah – Please visit <http://www.hsdcs.utah.gov/PDF/Informed%20Consent.PDF> to download Utah's request form. All requests should include a copy of the applicant's photo identification card. For additional information, please contact Andrea Hess at 801-538-4620 PH, 801-538-3993 FAX, or ahess@utah.gov EMAIL. Ms. Hess' back-ups are Niki Wolfe 801-538-4439 and Duane Betournay 801-538-4031.

Vermont – Please contact Tracey Williams or Joanne Berno at 802-241-2159 to make a verbal request. Request can also be faxed on agency letterhead to 802-241-1219.

Virginia – Please go to <http://www.dss.virginia.gov/files/division/dfs/cps/forms/032-02-0151-06-eng.pdf> to download Virginia's request form to submit a formalized request. All forms must be notarized, include a \$5.00 fee and mailed back to Virginia Department of Social Services, Child Abuse Central Registry Unit, 7 N. Eighth Street, 4th floor, Richmond, VA 23219.

Washington – Request can be made via fax or via secure email. If faxing, please include on agency letterhead information regarding the family to include demographic, nature of your request and any supporting documentation. All requests should be faxed to 360-902-0725. When using secure email, please forward requests to childabuseregistry@dshs.wa.gov.

West Virginia – Procedures to obtain records are detailed at http://www.wvdhhr.org/bcf/provider_resources/

Wisconsin – Intake of abuse and neglect reports are conducted at the county level. Please visit www.dhfs.state.wi.us/Children/CPS/cpswimap.HTM to access contact information for the respective county by clicking the appropriate county on the map. When calling, please request to speak with the intake or child protection office as they are one in the same.

Wyoming – Information contained on NRCFCPPP website is correct.