

# Background Investigation Unit (BIU)

*Individual Child Abuse and Neglect (Trails) Request*



**COLORADO**  
Office of Early Childhood  
Division of Early Learning Licensing  
& Administration

## Before Getting Started

**The form *MUST* be typed. Handwritten forms will be returned.**

- Use this form if you need to request a child abuse and neglect background check (also referred to as a Trails request) but do **NOT** have a State of Colorado child care license, are not licensed by the Division of Child Welfare Provider Services Unit OR if you are an individual going through the adoption or foster care process (i.e., not going through an agency). If you have a State of Colorado child care license number or licensed by the Division of Child Welfare Provider Services Unit, please submit a [Facility Child Abuse and Neglect \(Trails\) Request form](#).
- **This request form generates ONE Results Letter.** Results from this individual request are released ONLY to the person being checked.
- **Adoption and Foster Care:** The Results Letter will only list one marriage partner. Therefore, separate child abuse/neglect background investigation request forms and fees are required for each marriage partner (BIU Applicant).
- A **\$35 NONREFUNDABLE** fee is required *for each Trails abuse/neglect background check request*. This fee only produces one results letter for each individual being checked (BIU Applicant).
  - If you choose to submit a credit card or e-check payment, you must submit your request online.
  - If you choose to submit your request online and pay by check, you must mail in your check or money order with a copy of your confirmation APP#.
  - If you choose not to submit your request online, you must mail your completed request, approved form of identification and check or money order to:  
**Colorado Department of Human Services (CDHS)**  
**Attn: Trails Background Investigation Unit (BIU)**  
**1575 Sherman Street, Garden Level**  
**Denver, CO 80203-1714**

**REQUIRED:** Prior to submitting your request online or by mail, a copy of this completed request must be kept in your file.

**Approved forms of identification** are as follows: Driver's License, Passport, State-Issued Identification Card, Military Identification Card, Social Security Card, or Birth Certificate.

- **If you choose to mail in a request and/or manually submit a paper check or money order, this will delay processing of your request,** so please plan accordingly. Requests are processed in the order they're received.
- Incomplete, handwritten, or unsigned child abuse/neglect background check request forms will be returned. If you have questions about which sections need to be completed or about how to complete a section, please call the Child Abuse/Neglect Background Investigation team at 303.866.2266. This is a monitored voicemail line. Calls are returned within two business days.
- Child abuse/neglect background checks do not require fingerprint cards so please do not send these with your request form.
- For detailed instructions and information about what to expect next, please visit the Office of Early Childhood website: <http://www.ColoradoOfficeofEarlyChildhood.com>. Please click the "For Providers" tab, and then select "Background Checks." Finally, select the "Colorado-based Applicants: Child Abuse and Neglect Records Check" drop down menu.

**Request form begins on page 2**

**You do not need to print the form in color OR mail the instruction page (pg. 1) back.**

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## Section A: Person to be Checked (BIU Applicant should be listed as the Requestor) (REQUIRED)

Results from this individual request are released only to the person being checked. If any boxes do not apply or are unknown, please leave those boxes blank.

Select the reason for your request (only select one):

Adoption/Foster Care	Court Appointed Special Advocate (CASA)	Employment	Volunteer
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First Name	Middle Name (FULL NAME)	Last Name	Social Security #
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Previous Names Ever Used (including maiden, middle, nicknames, etc.) - List ALL.

Date of Birth (MM/DD/YYYY)	Sex (M, F, X)	Race/Ethnicity (White, Black, etc.)	Phone #
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Email Address (REQUIRED) results will be sent to this email only

**Current Address**

Street Address	City	State	Zip Code
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Have you lived at your current address for 10 years or longer? Yes  No   
*TEN years of residence history (including temporary residence) is required.*

**Previous Address**  
*If you've lived in more places in the past 10 years than the space on this form allows, please provide additional residence history on a separate piece of paper and submit with your request form. Include your move-in and move-out dates.*

Street Address	City	State	Zip Code
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Move-In Date (Month, Year)	Move-Out Date (Month, Year)
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## Section B: Spouse/Partner/Former Spouse (REQUIRED)

If any boxes do not apply or are unknown, please leave those boxes blank.  
 Information about ALL current and previous spouses is required to complete the child abuse/neglect background check.  
 Information for ANY parent of your children is also required and must be entered in the next section.

Are you currently married?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been married?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**If you answered YES to ANY of the questions above, you must provide information for your current spouse/partner AND each former spouse/partner. If you have more than one person to provide information for, please provide the required information on a separate piece of paper and submit with your request form.**

Spouse/Partner/Former Spouse First Name	Spouse/Partner/Former Spouse Middle Name (Full Name)	Spouse/Partner/Former Spouse Last Name
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Previous Names Ever Used (including maiden, middle, nicknames, etc.) - LIST ALL

Date of Birth (MM/DD/YYYY)	Sex (M, F, X)	Race/Ethnicity (White, Black, etc.)
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## Section C: Child Information (Includes Adult Children) (REQUIRED)

If any boxes do not apply or are unknown, please leave those boxes blank.

Information for ALL children must be provided below. This includes all living and deceased children, adopted children, and step children. Information for the other parent of your children is required and must also be entered below.

Do you have any children (including adult children, step children, etc.)?	Yes	No
Have you ever had guardianship of children that are not your own biological children (e.g., foster children)?	Yes	No
Have you ever lived in a home with any other children not referenced above?	Yes	No

If you answered **YES** to ANY of the questions above you must enter information about the child and the other parent below.

- Enter the full middle name (an initial is not acceptable).
- If you have more children than the space below allows for, please provide the required information on separate piece of paper and submit with your request form.

### C.1. Enter each child's information below. This includes adult children.

#	Child's First Name	Child's Middle <u>Name</u> (Full Name)	Child's Last Name	Date of Birth (MM/DD/YYYY)	Sex (M, F, X)
1					
2					
3					
4					

### C.2. Enter information for the other parent of the children listed above. This is the parent that is NOT you. If any boxes do not apply or are unknown, please leave those boxes blank.

#	Parent's First Name	Parent's Middle <u>Name</u> (Full Name)	Parent's Last Name	Date of Birth (MM/DD/YYYY)	Sex (M, F, X)
1					
2					
3					
4					

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## Section D: Authorizations and Acknowledgements

### Signature of Person Being Checked - **REQUIRED**

*By signing below, I authorize the Colorado Department of Human Services (CDHS) to complete a search of child abuse and neglect reports. I confirm that the information I provided on this Trails child abuse/neglect background check request form is correct and accurate to the best of my ability. I understand that providing false or misleading information to the Colorado Department of Human Services could result in criminal prosecution. I understand that the results are ONLY released to the person being checked (myself).*

**Signature (Parent/Guardian signature required if under 18 years of age) (Do not type)**

**Date**