

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency**



Request for a Child Protection Register (CPR) Check

The purpose of the Child Protection Register is to protect children and to ensure their safety by maintaining an index of perpetrators of child abuse and neglect in the District of Columbia. This confidential index includes the names of individuals with substantiated and/or inconclusive findings from the investigative reports of the Child Protective Services Unit of the Child and Family Services Agency. Authorized individuals may request background checks to establish whether an individual has a record of substantiated abuse or neglect of a child that occurred in the District of Columbia.

- ▶ To request a local police clearance for the District of Columbia, please visit <https://mpdc.dc.gov/node/187552>.
- ▶ For information about the Sex Offender Registry, visit: <https://mpdc.dc.gov/service/sex-offender-registry>.
- ▶ If you are making a request on behalf of a state child welfare agency outside of the District of Columbia and need the history of a family previously living in the District of Columbia, you may call 202-671-SAFE.
- ▶ For other questions, call the CPR Unit at 202-727-8885 between 8:30 am and 4:30 pm Monday through Friday.

Read all instructions – incomplete, incorrect or illegible forms will be returned and your request may be delayed

- Do not complete an old version of the form; get the latest form at <https://cfsa.dc.gov/service/background-checks>.
- Mail or deliver original application (no photocopies); no faxed, emailed, or scanned applications accepted.

Part I

- Schools (other than DCPS), child care facilities, private foster care agencies, and other private, community-based organizations should select “Non-Government Organization” as the Requestor Type.
- CPR check results are not transferrable and cannot be shared from one agency or employer to another.

Part II

- If you have no middle name write “no middle name” or if a middle name is an initial, indicate “initial only.”
- If the answer to any question is none, write “N/A”.

Part III

- An individual must sign the form to provide consent for CFSA to release information to an authorized requestor.
- The form must be signed in blue ink; electronic signatures are not permitted.
- An employment request allows access to substantiated reports of child maltreatment by chief executive officers or directors of day care centers, schools, or any public or private organization working directly with children, for the purpose of making employment decisions.

Part IV

- Forms shall be returned if not notarized (*Note: applications for prospective and current CFSA resource parents and kin caregivers need not be notarized, but photo ID must be provided to the CFSA employee*).

Part V

- Self-check applications must be submitted in person, not by mail.
- Individuals requesting a self-check and CFSA resource parents and kin caregivers must present **one** non-expired, government-issued, photo identification: e.g., driver’s license, state identification card, passport, “green card”.
- Results of CPR self-checks may not be used for employment purposes. Employers must directly request CPR clearances for prospective or current employees from CFSA.

MAIL or HAND DELIVER completed forms to:	Attn: Child Protection Register Unit Child and Family Services Agency 200 I Street SE, 3rd Floor Washington, DC 20003	Applications accepted between 8:30 am and 4:30 pm Monday through Friday
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Please **type** or **print** clearly. Sign the form in **blue** ink, and date where indicated. Thoroughly review and submit to the CFSA CPR office. **Allow up to 30 business days** for results to be processed. Expedited requests will be considered on a case-by-case basis. **Forms will be returned** if incomplete, incorrect, or illegible resulting in a delayed response.

PART I: Requesting Organization/Employer Information

Request Date		Corrected Application Re-submission Date	
Requestor Type			
<input type="checkbox"/> Court	<input checked="" type="checkbox"/> Government Agency	<input type="checkbox"/> Non-Government Organization	<input type="checkbox"/> Self (<i>personal use only</i>)
Purpose			
<input type="checkbox"/> Adoption	<input type="checkbox"/> Court Request	<input type="checkbox"/> Foster/Adoption Licensing	<input type="checkbox"/> Kinship Licensing
<input type="checkbox"/> Visitation	<input type="checkbox"/> Current Employee/Volunteer	<input checked="" type="checkbox"/> New Hire/Volunteer	<input type="checkbox"/> Other:
Requesting Organization/Employer/Childcare Provider Contact Information (results cannot be mailed to a P.O. Box)			
Requesting Organization	TN Dept. of Human Services		
Attention To	Basem Girgis		
Requestor Address	505 Deaderick St. - 15th FL - Nashville - TN 37243		
Phone Number	615 313 5082	Fax	615 532 9956
Email	CC background.DHS@TN.gov		
Preferred method to return CPR check results to the requesting organization			
		<input type="checkbox"/> Mail	<input type="checkbox"/> Fax
		<input checked="" type="checkbox"/> Email	

PART II: Applicant Information

Write N/A in the box if a question does not apply to you

Last Name (include suffix if applicable)		First Name		Full Middle Name (write "no middle name" if there is none)	
Date of Birth (MM/DD/YYYY)	Social Security Number (or USCIS/Alien Registration #)			Gender (on birth certificate)	
				<input type="checkbox"/> Male	<input type="checkbox"/> Female
Other Names Used (nicknames, alias, maiden name, previous married name, legal name change, etc.)					

Household Information. List all children born to the applicant, living and deceased, and any others currently living with the applicant.

Name (first name, middle name, last name)	Date of Birth	Relationship to Applicant

PART III: Applicant Consent

I hereby consent and authorize the D.C. Child and Family Services Agency to provide the Requestor (noted in Part I) information concerning me that is contained in the Child Protection Register ("CPR").

Printed Name: _____

Signature: _____

Must be signed in blue ink; electronic signatures not permitted

Date: _____

PART IV: Certificate of Acknowledgement of the Applicant before a Notary Public



Applicant Name
(Printed)

Applicant Signature
(must be signed AGAIN in the presence of the Notary)



Date

Subscribed and affirmed or sworn to me, in my presence, on this _____ day of _____, 20____

Signature of Notary Public: _____ in the state of, _____

My commission expires on ____/____/____

PART V: Self Check, CFSA Resource Parent, and CFSA Kinship Caregiver In-Person Verification

CFSA USE ONLY: Identification has been shown to me that I have deemed satisfactorily identifies the applicant:

Type of ID		ID #	
CFSA Employee Name (print)			
CFSA Employee Title (print)			
CFSA Employee Signature			



Frequently Asked Questions (FAQs)

Requesting a Child Protection Register (CPR) Check in DC

My co-worker gave me a blank copy of an old CPR check request form. Can I submit that form?

No. The forms are updated periodically and old forms should not be used. Requests submitted on old forms may be returned to the requestor without being processed. The latest forms are available online at www.cfsa.dc.gov. The online forms are “fillable” so that you can easily type the information into the form and print out a copy to be notarized and signed.

How long does it take to receive the results of a CPR check?

Requests are processed within 30 business days. Please note: your request may be returned, resulting in a delay, if all questions are not answered completely, accurately and legibly or if the application is not signed and/or notarized. Individuals who need an updated CPR check for employment or re-licensing purposes should ensure that the request is submitted at least 30 business days prior to the expiration of the current CPR check. There is no guarantee that a request will be expedited if it was submitted late.

I don't live in DC, can I email the application?

No. Original applications must be submitted in-person or by mail; no faxed, emailed or scanned applications are accepted.

I am requesting a self-check. My spouse works in DC. Can s/he drop off my application or can I mail it?

No. Self-checks must be requested in person. Individuals are required to present one form of government-issued, non-expired photo identification for example, a Driver's License, State Identification Card, or Passport.

I heard that foster parents don't need to have the form notarized. Is that true?

It depends. The purpose of having forms notarized is to prove you are who you say you are. Because CFSA receives most applications by mail, we cannot verify foster parent identity and we ask for a notary to do that. If the foster parent lives in another jurisdiction and needs to be cleared for a foster care agency in another state, or by a private foster care agency in DC other than CFSA, the form must be notarized. Only kinship caregivers or foster parents in DC, licensed by CFSA, do not need to have the form notarized. Those individuals will be able to prove their identity with the licensing worker directly. The licensing worker will ask to see valid, photo identification and can sign the form to verify identity instead of having it notarized.

I am an employer and the DC Government requires that I obtain a CPR check for my new hires in my childcare center. What kind of “Requestor Type” do I check?

Child care facilities, schools (other than DCPS schools), private foster care agencies, and other private, community-based organizations should select “Non-Government Organization” as the Requestor Type.

I need the CPR check for employment purposes. Can my results be mailed back to me personally?

No. The CPR check results must be mailed or faxed back to the official requester, which would be the employer in this case.

I had a CPR check done for my previous employer. Can I give that one to my new employer?

No. CPR check results may not be transferred from one agency or employer to another. CPR check results are only valid for the original agency or individual that requested it, they cannot be shared.

I need to get a local police clearance and an FBI check along with my CPR check. Does the CPR application cover all kinds of background checks?

No. This application is only for CPR checks in the District of Columbia. Those who need a CPR check for employment purposes must apply separately for the local police and FBI clearances as well as CPR checks for all other jurisdictions where you have lived in the past 18 years.

Do I have to provide my social security number on this form? What if I don't have a social security number, can I still get a background check done without it?

It depends. All applicants who have a social security number must provide it on the form. If the background check is for employment purposes, your application will not be processed without it. If you are applying to be a kinship caregiver and you are not eligible for a social security number, your application may be processed without it.

I didn't always have a permanent address; do I have to list every address for the last 18 years?

Yes, all 18 years should be accounted for. However, it may be difficult to list full addresses in some circumstances, for example if a person was incarcerated, hospitalized, homeless, living in a domestic violence shelter, or in foster care. To the best of your ability, list the address information you recall, but please include at least the city and state.

Is it okay to list a P.O. Box for my address?

It depends. The CPR check results may not be mailed back to a P.O. Box address; a full street address is required. An applicant may list a P.O. Box address as part of the 18 year residency history under limited circumstances, such as when mail was received at a P.O. Box while living in a confidential domestic violence shelter or living out of the country. However, you should also list the city, state and/or country where you actually lived if it is different than the city/state/country where the P.O. Box was located.

If you have further questions about CPR checks, call the Child Protection Register Unit at (202) 727-8885 between 8:30 am and 4:30 pm Monday through Friday.