### Requirements for Child Abuse Registries

<table>
<thead>
<tr>
<th>State</th>
<th>Contact Information</th>
<th>Procedures / Forms</th>
</tr>
</thead>
</table>
| **Alabama** | CAN Central Registry  
Office of Child Protective Services  
Department of Human Resources  
50 Ripley Street  
Montgomery, AL 36130-4000 | Form: DHR-FCS-1598  
CAN Central Registry Clearance  
Form Required? Yes  
Call Central Clearinghouse (334) 242-9500 for forms and instructions  
Signed release required? Yes, and witnessed  
Methods of transmission: Original signature required, mail only  
Fee: no |
| **Alaska** | Department of Health & Social Services  
323 East 4th Avenue  
Anchorage, AK 99051 | Form: 06-9437 LIC Clearance Form - Confidential  
Go to: [AK Form](#)  
Form Required? No – but would like a photo ID  
Signed release required? Yes  
Methods of transmission: Mail, email or fax  
Fee: no  
*Allow 30 days for response |
| **Arizona** | Arizona Dept. of Economic Security  
CPS Central Registry  
P.O. Box 44240  
Phoenix, AZ 85064-4240 | Form: Yes Request for Search of Central Registry for Background Check  
Put on agency letterhead. Include the information you are requesting, purpose of request, include the person's names, DOB, SS#, and known addresses in state.  
Form Required? No  
Signed release required? Yes  
Methods of transmission: Mail or Fax  
Fee: no |

**Updates for information listed here should be directed to:** [Diana.carlson@dss.ca.gov](mailto:Diana.carlson@dss.ca.gov)

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<thead>
<tr>
<th>State</th>
<th>Contact Information</th>
<th>Procedures / Forms</th>
</tr>
</thead>
</table>
| Arkansas| Arkansas Child Maltreatment Central Registry  
P. O. Box 1437, Slot S 566  
Little Rock, AR 72203  
Phone: (501) 682-0402  
Toll Free: (800) 482-5964  
Fax: (501) 682-0407  
Attn: V. Williams | Form: Authorization for Release of Confidential Information  
Go to: [Arkansas form](#)  
Send Arkansas form and standard cover letter on letterhead  
Form Required? No  
Signed release required? Yes and notarized  
Methods of transmission: Fax preferred  
Fee: no |
| California| California Dept. of Justice Bureau of Criminal Information & Analysis  
CACI  
P.O. Box 903387  
Sacramento, CA 94203-3870  
Phone: (916) 227-5052  
Fax: (916) 227-6364  
[CACI-Inquiry@doj.ca.gov](mailto:CACI-Inquiry@doj.ca.gov) | Form: Yes - BCIA 4057 Child Abuse Central Index Inquiry Request for Out of State Foster Care & Adoption Agencies  
Form Required? Yes [CA Form](#)  
[CA Instructions](#)  
Signed release required? Yes – as instructed in link above.  
Methods of transmission: Original signature required, mail only  
Fee: $15 Note: Processing fees are reimbursable under Title IV-E administrative expenses.  
[CA DOJ Website](#)  
More info on DSS Adam Walsh Website: [CDSS Adam Walsh](#) |
| Colorado| Background Investigations Unit, Colorado Department of Human Services (BIU, CDHS)  
3550 W. Oxford Avenue  
Denver, CO 80236  
Phone: (303) 866-7100  
Contacts:  
Jan Diaz  
(303) 866-7230  
Valerie Fresquez  
(303) 866-7925  
(a.m. only)  
valerie.fresquez@state.co.us  
Rose Estrada, Mgr.  
(303) 866-7187 | Form: BIU Individual Inquiry Form (do not use the facility form)  
[CO Form](#)  
Form Required? Yes  
Signed release required? Yes, and notarized  
Methods of transmission: Original signature required, mail only  
Fee: $30.00 made payable to CDHS, BIU. Note: Processing fees are reimbursable under Title IV-E administrative expenses.  
[Website](#) |
| Connecticut| Department of Children and Families Hotline  
Fifth Floor  
505 Hudson Street  
Hartford, CT 06106  
Phone: (800) 842-2288  
Phone: (860) 560-7000  
Fax: (860) 560-7072  
Contact: Buck Gregory  
Email: BUCK.GREGORY@ct.gov | Form: Authorization for Release of Information for DCF CPS Search  
Form Required? Yes  
Go to: [CT form](#)  
CPS: Background Search Release Form  
Signed release required? Yes, see instructions at website link  
Methods of transmission: Mail or fax  
Fee: No  
[Website](#) |

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</tr>
</thead>
<tbody>
<tr>
<td>Delaware</td>
<td>Department of Services for Children, Youth &amp; Their Families</td>
<td>Form: Consent to Release Child Protection Registry Information.</td>
</tr>
<tr>
<td></td>
<td>1825 Falkland Road Wilmington, DE 19805</td>
<td>Go to: <a href="#">DE Form</a></td>
</tr>
<tr>
<td></td>
<td>Phone: (302) 892-5814 Phone: (800) 292-9582 Fax: (302) 633-5191 (Do not fax on Wednesdays)</td>
<td>Form Required? No. Print form on letterhead. Requests should state that the information is required to comply with the Adam Walsh Child Protection and Safety Act of 2006.</td>
</tr>
<tr>
<td></td>
<td>Contact: Beth Kramer</td>
<td>Signed release required? Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Methods of transmission: Mail or fax</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fee: No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Website:</td>
</tr>
<tr>
<td>District of Columbia</td>
<td>Child &amp; Family Services Agency</td>
<td>Form: Child Protection Register Check Application</td>
</tr>
<tr>
<td></td>
<td>Child Protection Register</td>
<td>Go to: <a href="#">DC Form</a></td>
</tr>
<tr>
<td></td>
<td>400 Sixth Street, SW Washington, DC 20024</td>
<td>Form Required? Yes</td>
</tr>
<tr>
<td></td>
<td>Phone: (202) 727-8885 Fax: (202) 727-8040</td>
<td>Signed release required? Yes and notarized</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Method of transmission: Mail only, original signature required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fee: No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Website:</td>
</tr>
<tr>
<td>Florida</td>
<td>Department of Children &amp; Families</td>
<td>Form: CF 1651 Central Abuse Hotline Record Search</td>
</tr>
<tr>
<td></td>
<td>Background Screening</td>
<td>Go to: <a href="#">Florida form</a></td>
</tr>
<tr>
<td></td>
<td>1317 Winewood Blvd. Tallahassee, FL 32399</td>
<td>Form Required? Yes</td>
</tr>
<tr>
<td></td>
<td>Phone: (850) 487-6123 Fax: (850) 488-1319</td>
<td>Signed release required? Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Methods of transmission: Mail or fax</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fee: No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Website:</td>
</tr>
<tr>
<td>Georgia</td>
<td>DHR, DCFS</td>
<td>Form: No</td>
</tr>
<tr>
<td></td>
<td>2 Peachtree St. NW, Ste. 18-494 Atlanta, GA 30303</td>
<td>Form Required? No. Print request for information on letterhead.</td>
</tr>
<tr>
<td></td>
<td>Fax: (404) 657-3415</td>
<td>Request must include DOB, SS# and last known address in Georgia</td>
</tr>
<tr>
<td></td>
<td>Contact: Deborah Gibson (private agencies) (404) 657-8961 Marsha Joyce (public/county agencies) (404) 651-936</td>
<td>Signed release required? Yes</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:dmgibson@dhr.state.ga.us">dmgibson@dhr.state.ga.us</a></td>
<td>Methods of transmission: Fax</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fee: No</td>
</tr>
<tr>
<td>Guam</td>
<td>Bureau of Social Services Administration</td>
<td>Form: No</td>
</tr>
<tr>
<td></td>
<td>Department of Public Health &amp; Social Services</td>
<td>Form Required? No. Print request for information on letterhead.</td>
</tr>
<tr>
<td></td>
<td>194 Hernan Cortez Avenue Hagatna, Guam 96910</td>
<td>Signed release required? Yes</td>
</tr>
<tr>
<td></td>
<td>Phone: (671) 475-2653/2672 Fax: (671) 477-0500</td>
<td>Methods of transmission: Will accept email or Fax to expedite process, but requires original form by mail to release information</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:lydia.tenorio@dphss.guam.gov">lydia.tenorio@dphss.guam.gov</a></td>
<td>Fee: No</td>
</tr>
</tbody>
</table>

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**State** | **Contact Information** | **Procedures / Forms**
--- | --- | ---
**Hawaii** | Insights to Success P.O. Box 1290 Honolulu, HI 96807 | Form: Yes, DHS 1507 Authorization to Release Information from the Adult/Child Protective Services Central Registry Form Required? Yes. Go to: [HI Form](#) Signed release required? Yes, DHS 1645 Authorization for Criminal History Record Clearance Go to: [HI Form](#) Methods of transmission: Mail or fax Fee: No Website: Call for more information

**Idaho** | Idaho Department of Health & Welfare Criminal History Unit 1720 Westgate Drive, Ste. A Boise, ID 83704 | Form: No: Specific Instructions Should Be Followed Go to: [ID Instructions](#) Form Required? No. Print request on letterhead. Signed release required? Yes – specifically authorize Idaho to release information Methods of transmission: Mail, fax, e-mail with attachment: crimhist@dhw.idaho.gov Fee: $20 per search. Will accept check or money order payable to IDHW that accompanies the request or an invoice will be sent to the requesting state. Note: Processing fees are reimbursable under Title IV-E administrative expenses. Website: [crimhist@dhw.idaho.gov](mailto:crimhist@dhw.idaho.gov)

**Illinois** | Department of Family & Children Services 406 E. Monroe Street, Station 30 Springfield, IL 62701 | Form: CFS 689 Authorization for Background Check Contact Illinois for form Form Required? Yes Signed release required? Yes Methods of transmission: Mail and fax Fee: No

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### State Contact Information

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</thead>
</table>
| Indiana | Indiana Dept. of Child Services Background Check Unit 302 W. Washington Room E306-MS08 Indianapolis, IN 46204 | Form: Yes 52802 (R2/1-09)/CW2128 Request for a Child Protection Services (CPS) History Check  
Form Required? Yes – Be sure to use current form. Always include maiden and all married names for female applicants. If you have not received a response, please call – do not send second request.  
Signed release required? Yes  
Methods of transmission: Fax or mail  
EXPLICIT INSTRUCTIONS: Contact office prior to submitting request  
Fee: No  
Website: [Background.CheckUnit@dcs.IN.gov](mailto:Background.CheckUnit@dcs.IN.gov) |
| Iowa | Iowa Central Abuse Registry Iowa Dept. Of Human Services 1305 E. Walnut, 5th Floor, Hoover Building Des Moines, IA 50319 | Form: 470-0643 Request for Child Abuse Information Go to: [IA Form](#)  
Form Required? Yes  
Signed release required? No  
Methods of transmission: Fax only  
Fee: No  
Website: [](#) |
| Kansas | SRS / Children & Family Services 915 SW Harrison Street, 5th Floor South Topeka, KS 66612 | Form: CPS 1011 Child Abuse and Neglect Registry Release of Information Go to: [KS Form](#)  
Form Required? Yes  
Signed release required? No  
Methods of transmission: Mail or fax  
Fee: No fee for state agencies, all others must pay $10 per form  
Website: [](#) |

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### State Contact Information for Child Abuse Registries

**ADAM WALSH STATE CONTACTS FOR CHILD ABUSE REGISTRIES**  
Updated September 23, 2010

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| State    | Department for Community Based Services  
|----------|------------------------------------------|
|          | Records Management Section  
|          | 275 East main Street, 3E-G  
|          | Frankfort, KY 40621  
|          | Phone: (502) 564-3834  
|          | Fax: (502) 564-9554  
|          | Contact: Sherri Wilson  
|          | Email: SherriL.Wilson@ky.gov  
|          | Form: No  
|          | Form Required? No. Print request on letterhead.  
|          | Signed release required? No  
|          | Methods of transmission: Mail or fax  
|          | Fee: No  
|          | Website:  

| State    | Louisiana Department Social Services  
|----------|------------------------------------------|
|          | Office of Community Services  
|          | Attention CPI Section – Intake  
|          | P.O. Box 3318  
|          | Baton Rouge, LA 70821  
|          | Phone: (225) 342-8631  
|          | Fax: (225) 342-9087  
|          | Email: dnether1@dss.state.la.us  
|          | Form: No  
|          | Form Required? No. Print request on letterhead.  
|          | Signed release required? No  
|          | Methods of transmission: Email, Fax, Mail  
|          | Fee: No  
|          | Website  

| State    | Department of Health & Human Services  
|----------|------------------------------------------|
|          | Office of Child & Family Services  
|          | Child Protective Intake Unit  
|          | 11 State House Station  
|          | Augusta, ME 04333  
|          | Phone: (800) 452-1999  
|          | Fax: (207) 287-5065  
|          | Contact: Robert Pronovost  
|          | Email: Robert.n.pronovost@maine.gov  
|          | Form: No  
|          | Form Required? No. Print request on letterhead.  
|          | Signed release required? No  
|          | Methods of transmission: Mail or fax  
|          | Fee: No  
|          | Website  

| State    | Maryland Department of Human Resources  
|----------|------------------------------------------|
|          | In-Home Services  
|          | Social Services Administration  
|          | 311 W. Saratoga Street, Room 553  
|          | Baltimore, MD 21201  
|          | Contact Center Verification for Foster Care  
|          | Phone: (800) 332-6347  
|          | Form: DHR/SSA 1279 Consent for Release of Information/Background Clearance Request  
|          | Go to: MD Form  
|          | Form Required? Yes  
|          | Signed release required? Yes and notarized  
|          | Methods of transmission: Original signature required, mail only  
|          | Fee: No  
|          | Website  

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| Massachusetts | Department of Social Services  
24 Farnsworth Street  
Boston, MA 02210  
Phone: (617) 748-2079  
Toll Free: (800) 792-5200  
Fax: (617) 439-9027  
Contact: Kim Sportman  
Email: kim.sportman@state.ma.us | Form: No  
Form Required? No. Print request on letterhead  
Signed release required? No  
Methods of transmission: Mail or fax  
Fee: No  
[Website](#) |
| Michigan | Michigan Department of Human Services  
Bureau of Adult & Child Licensing  
P.O. Box 30037  
Lansing, MI 48909  
Phone: (517) 335-3704  
Toll free: (866) 685-0006  
Fax: (517) 335-6121 | Form: No  
Form Required? No. Print request on letterhead & include following: reason for request, family names, DOB, SS#  
Signed release required? No  
Methods of transmission: Mail or fax  
Fee: No  
[Website](#) |
| Minnesota | Minnesota Department of Human Services  
Background Studies Unit  
P.O. Box 64242  
St. Paul, MN 55164-0242  
Phone: (651) 296-2075  
Fax: (651) 297-1490  
Contact: Lori Steffan or  
Stephan Sarumi | Form: Consent/Authorization for Release of Information from Minnesota Child Abuse and Neglect Registry  
Form Required? Yes [MN Form](#)  
Signed release required? Yes  
Methods of transmission: Mail  
Fee: $20 to Minn. Dept. of Human Services, Note: Processing fees are reimbursable under Title IV-E administrative expenses.  
[Website](#) |
| Mississippi | Dept. of Human Services  
Protection Unit  
P. O. Box 352  
Jackson, MS 39205-0352  
Toll-Free: (800) 222-8000  
Phone: (601) 359-4487  
Fax: (601) 576-2584  
Contact: Pearl Holloway | Form: Specified format required  
Form Required? Yes  
Go to [Miss Form](#)  
Signed release required? Yes, with witness  
Methods of transmission: Mail, include SASE  
Fee: No  
[Website](#) |

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<th>Procedures / Forms</th>
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<tbody>
<tr>
<td>Missouri</td>
<td>Missouri Department of Social Services Children’s Division P.O. Box 88 Jefferson City, MO 65103</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phone: (573) 751-2330  Fax: (573) 751-2607 Contact: Martha Witt  Email: <a href="mailto:Martha.S.Witt@dss.mo.gov">Martha.S.Witt@dss.mo.gov</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Form: MO 821-0353 Request for Child Abuse or Neglect/Criminal Record</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Go to: <a href="#">MO Form</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Form Required? No. Print request on letterhead</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Signed release required? Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Methods of transmission: Mail, email or fax</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fee: No</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Website:</td>
<td></td>
</tr>
<tr>
<td>Montana</td>
<td>Montana Child &amp; Family Services Division Centralized Intake Bureau Old Federal Building, 301 S. Park PO Box 8005 Helena, MT 59604-8005</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phone: (406) 444-4164  Toll-Free: (866) 820-5437  Fax: (406) 444-4156  Contact: Larry Loberg Email: <a href="mailto:lloberg@mt.gov">lloberg@mt.gov</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Form: Yes. CONTACT OFFICE to obtain proper form</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Form Required? Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Signed release required? Yes &amp; notarized</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Methods of transmission: Mail or fax</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fee: No</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Website:</td>
<td></td>
</tr>
<tr>
<td>Nebraska</td>
<td>Nebraska Health &amp; Human Services Division of Children &amp; Family Services P.O. Box 95026 Lincoln, NE 68509-5026</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phone: (402) 471-3121  Fax: (402) 471-9034 Contact: Patti Reddick Email: <a href="mailto:patti.reddick@dhhs.ne.gov">patti.reddick@dhhs.ne.gov</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Form: Yes – Agency Request for Information from the Nebraska Adult &amp; Child Abuse &amp; Neglect Registry Form Required? No. Print request on letterhead</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Signed release required? Yes, and witnessed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Methods of transmission: Mail, email or fax</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fee: No</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Website:</td>
<td></td>
</tr>
<tr>
<td>Nevada</td>
<td>Nevada Central Registry Nevada Division of Child &amp; Family Services 4126 Technology Way, 3rd Floor Carson City, NV 89706</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fax: (775) 684-4456  Contact: Sue Lamon (775) 684-7291 Denise Stout (775) 684-7941</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Form: FPO 0515: Request for Child Abuse/Neglect Screening Go to: <a href="#">NV Form</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Form Required? Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Signed release required? No</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Methods of transmission: Mail or fax</td>
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</tr>
<tr>
<td></td>
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<th>Procedures / Forms</th>
</tr>
</thead>
</table>
| New Hampshire   | NHDCYF Central Registry                                  | Form: 2202A Central Registry Name Search Authorization Release of Information to Third Party
Go to: [NH Form](#)
Form Required? Yes
Signed release required? Yes - Notarized
Methods of transmission: Mail, original required, include SASE
Fee: No
Website: |
|                 | 129 Pleasant Street, Concord, NH 03301                   |                                                                                                                                                   |
|                 | Phone: (603) 271-8383                                     |                                                                                                                                                   |
|                 | Fax: (603) 271-4729                                      |                                                                                                                                                   |
|                 | Contact: Susan Hallett-Cook                              |                                                                                                                                                   |
| New Jersey      | Department of Children & Families                        | Form: No
Form Required? No. Print request on agency letterhead, include state statute citation, and identify individual and program. Send your stat's completed form including release of information PLEASE PROVIDE DATES WHEN YOU RESIDED IN NEW JERSEY
Signed release required? Yes
Methods of transmission: Mail, original signature required, include SASE
Fee: No
Website: |
|                 | Office of Licensing/CARI Unit                            |                                                                                                                                                   |
|                 | P.O. Box 717, Trenton, NJ 08625-0717                     |                                                                                                                                                   |
|                 | Phone: (609) 826-3906                                     |                                                                                                                                                   |
|                 | Contact: Richard Ferrell                                 |                                                                                                                                                   |
| New Mexico      | CYFD Protective Services                                  | Form: Yes – Abuse & Neglect Check for Prospective Foster/Adoptive Parents
Form Required? Yes
[NM Form](#)
Signed release required? Yes – Notary Required
Methods of transmission: Mail - Original Signature
Fee: No
Website: |
|                 | PO Drawer 5160, PERA Room 254                             |                                                                                                                                                   |
|                 | Santa Fe, NM 87502                                       |                                                                                                                                                   |
|                 | Toll-Free: (800) 610-7610                                 |                                                                                                                                                   |
|                 | Phone: (505) 827-8400                                     |                                                                                                                                                   |
|                 | Fax: (505) 827-8480                                      |                                                                                                                                                   |
|                 | Contact: Loretta Perea                                   |                                                                                                                                                   |
| New York        | Office of Children & Family Services                      | Form: Adam Walsh Authorization for Request for Information
Form Required? Yes – contact New York office to obtain form
Signed release required? Yes - notarized
Methods of transmission: Mail only, original required
Fee: No
Website: |
|                 | New York State Central Register                           |                                                                                                                                                   |
|                 | P.O. Box 4480, Albany, NY 12204                           |                                                                                                                                                   |
|                 | Form Info: (518) 474-5297                                 |                                                                                                                                                   |
|                 | Phone: (518) 474-8740                                     |                                                                                                                                                   |
|                 | Fax: (518) 486-3424                                      |                                                                                                                                                   |
|                 | Contact: Roberta Frederick                                |                                                                                                                                                   |

Updates for information listed here should be directed to: [Diana.carlson@dss.ca.gov](mailto:Diana.carlson@dss.ca.gov)

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### ADAM WALSH STATE CONTACTS FOR CHILD ABUSE REGISTRIES
Updated September 23, 2010

NOTE to California FFH and FFAs: When completing another state’s form, CDSS Adam Walsh Unit must always be the “Requestor.”

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| North Carolina| N.C. Division of Social Services 325 N. Salisbury St., MSC 2408 Raleigh, North Carolina 27699-2408  
Attn: RIL  
Phone: (919) 334-1106  
Fax: (919) 715-6714  
Contact: Terri T. Reichert  
Email: Terri.reichert@dhhs.nc.gov | As of April 2010 the Responsible Individuals List is in suspense.  
Form Required? Yes (even though list in suspense form needs to be completed)  
Go to NC Form  
EXPlicit INSTRUCTIONS – contact office prior to making request  
Website |
| North Dakota  | Department of Human Services  
Children & Family Services  
600 E. Boulevard Avenue, Dept 325  
Bismarck, ND 58505-0250  
Phone: (701) 328-1853  
Contact: Marlys Baker  
Email: mbaker@nd.gov | Form: SFN 433 Child Abuse and Neglect Background Inquiry  
ND Form  
Form Required? Yes  
Signed release required? Yes, part of SFN 433  
Methods of transmission: Original signature required, mail only  
Fee: No  
Website |
| Ohio          | Ohio Dept. of Job & Family Services Office for Children & Family Services  
PO Box 182709  
Columbus, OH 43218-2709  
Phone: (614) 752-1298  
(866) 635-3748 OPTION 2  
Fax: (614) 728-6726  
Contact: Barbara Parker  
Email: Barbara.Parker@jfs.ohio.gov | Form: No  
Form Required? No. Print request on letterhead. Include statement that search is required for Adam Walsh Child Protection and Safety Act of 2006 and the subjects of the search resided in Ohio at some time during the past 5 years. The statement must include the dates of residence in Ohio and, if available, addresses while living in Ohio.  
Signed release required? No  
Methods of transmission: Email or fax  
Fee: No  
Website |
| Oklahoma      | Oklahoma Department of Human Services  
Children & Family Services Division  
Attn: David Burgess  
PO Box 25352  
Oklahoma City, OK 73125  
Fax: (405) 521-4373  
Email: David.Burgess@okdhs.org | No registry  
All requests must be faxed on company letterhead, and should include the purpose of request, names/identifying information of family members, and a return fax number

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### Oregon

- **Contact Information**: Oregon Department of Human Services  
P.O. Box 14870  
Salem, OR 97309-5066  

- **Phone**: (503) 378-3857  
- **Fax**: (503) 378-6314  
- **Attn**: Dan DeNoma  
- **Email**: Dan.DeNoma@state.or.us  

- **Form**: No  
- **Form Required?**: No  
- **Signed release required?**: No  
- **Methods of transmission**: Mail or fax  
- **Fee**: No  
- **Website**

### Pennsylvania

- **Contact Information**: ChildLine & Abuse Registry  
Department of Public Welfare  
PO Box 8170  
Harrisburg, PA 17105-8170  

- **Phone**: (717) 783-4571  
- **Toll-Free**: (800) 932-0313  
- **Contact**: Tracey Isom  
- **Email**: TIsom@state.pa.us  

- **Form**: CY 113 Pennsylvania Child Abuse History Clearance Form  
Go to: [PA Form](#)  
- **Form Required?**: Yes  
- **Signed release required?**: No  
- **Methods of transmission**: Original signature required, mail only  
- **Fee**: $10 fee to Dept. of Public Welfare  
- **Website**

### Puerto Rico

- **Contact Information**: Directora Centro Estatal  
Sevilla Plaza  
Calle Sevilla #58  
Hato Rey, PR 00917  

- **Phone**: (787) 625-4900 ext 1218  
- **Contact**: Ms. Iris Colón Casteñeda or Lisa Agosto Carrasquillo  

- **Form**: No  
- **Form Required?**: Request on state letterhead  
- **Signed release required?**: Yes, and witnessed  
- **Methods of transmission**: Fax or Email  
- **Fee**: No  
- **Website**

### Rhode Island

- **Contact Information**: Rhode Island State Central Registry & Child Abuse Hotline  
DCYF  
101 Friendship St, 2nd Floor  
Providence, RI 02903  

- **Phone**: (800) 742-4453  
(401) 528-3843  
(401) 528-3480  
- **Contact**: Maria Butts  
- **Email**: Maria.butts@dcyf.ri.gov  

- **Form**: No  
- **Form Required?**: Request on state letterhead  
- **Signed release required?**: Yes, and witnessed  
- **Methods of transmission**: Fax or Email  
- **Fee**: No  
- **Website**

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| South Carolina   | South Carolina Department of Social Services  
P.O. Box 1520  
Columbia, SC 29202-1520  
Phone: (803) 898-7318  
Fax: (803) 898-7641  
Contact: Virginia Oliver  
or Beth Williams  
Email: Virginia.Oliver@dss.sc.gov  
Beth.Williams@dss.sc.gov  
Form: DSS Form 3072 Consent to Release Information  
Go to: SC Form  
Form Required? Yes.  
Signed release required? Yes, witnessed or notarized  
Methods of transmission: Original signature required, mail only  
Fee: $8  
Website: |
| South Dakota     | Department of Social Services/CPS  
700 Governors Drive  
Pierre, SD 57501-2291  
Phone: (605) 773-3227  
Contact: Penny Tople  
Email: penny.tople@state.sd.us  
Form: Yes. Contact by phone for instructions.  
Form Required? Yes  
Signed release required? Yes, witnessed and notarized  
Methods of transmission: Mail, original required  
Fee: No  
Website: |
| Tennessee        | Jerry Cunningham,  
Division of Centralized Permanency  
Office of Child Permanency  
436th Avenue North  
Nashville, TN 37243  
Phone: (615) 532-9700  
Fax: (615) 253-5975  
Email: jerry.cunningham@state.tn.us  
Form: No  
Form Required? No  
Signed release required? Yes  
Methods of transmission: Mail, Email, Fax  
Fee: No  
Website |
| Texas            | Texas Department of Family & Protective Services  
Centralized Background Check Unit  
PO Box 149030  
Mail Code 121-7  
Aust i n, TX 78714-9030  
Fax: (512) 339-5871  
Contacts:  
Cynthia Williams-Mayes (512)919-7950  
Ami Suchan (512) 919-7831  
Tri Dang (512) 919-7823  
Tri.Dang@dfps.state.tx.us  
Jessica Ramirez (512) 919-7818  
Form: 2970 Request for Child Abuse/Neglect Central Registry Check  
Go to: TX Form  
Form Required? Yes  
Signed release required? Yes, witnessed AND notarized  
Methods of transmission: Original signature required, mail only  
Fee: No  
Website  
physical address: 2525 Ridgepoint Drive, Austin, TX 78754 |

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### Utah

- **Division of Child & Family Services**  
  Department of Human Services  
  Attn: Background Screening  
  195 North 1950 West  
  Salt Lake City, UT 84116

- **Phone:** (801) 538-4061  
  **Fax:** (801) 538-3993

- **Contact:** Cherri Joy  
  **Email:** cjoy@utah.gov

- **Form:** Informed Consent and Release of Liability  
  Go to: [UT Form](#)  
  Form Required? Yes

- **Signed release required? Yes**

- **Methods of transmission:** Mail, fax or e-mail, also include a copy of the person’s picture identification

- **Fee:** No

### Vermont

- **Child Abuse Registry Unit**  
  Department for Children & Families  
  Family Services Division  
  103 South Main Street  
  Waterbury, VT 05671-2401

- **Phone:** (802) 241-2131  
  **General:** (800) 649-5285  
  **Fax:** (802) 241-2407

- **Contact:** Fred Ober  
  **Email:** frederick.ober@ahs.state.vt.us

- **Form:** Request for Information from the Vermont Child Abuse & Neglect Registry  
  [VT Form](#)  
  Form Required? Yes

- **Signed release required? Yes**

- **Methods of transmission:** Mail, include SASE

- **Fee:** No

### Virginia

- **Virginia Department of Social Services**  
  Child Abuse Central Registry Unit  
  OBI Search Unit  
  801 East Main Street, 6th Floor  
  Richmond, VA 23219

- **Phone:** (804) 726-7567  
  **Toll-Free:** (800) 552-7096  
  **Fax:** (804) 726-7895

- **Contact:** Betty Whittaker, Central Registry Supervisor  
  **Email:** betty.whittaker@dss.virginia.gov

- **Form:** 032-02-0151-09 Central Registry Release of Information Form  
  Go to: [VA Form](#)  
  Form Required? Yes

- **Signed release required? Yes, and notarized (complete Certification section of form and attach notary form)**

- **Methods of transmission:** Original signature required, mail only

- **Fee:** Yes - $7

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| Virgin Islands | Department of Human Services Children & Family Services  
Division Intake and Emergency Services  
Knud Hansen Complex  
1303 Hospital Ground  
St. Thomas, VI 00802  
Contact: Carla Benjamin, Administrator  
Email: carla.benjamin@gmail.com  
Janet Turnbull-Krigger, Administrator  
Email: turnbullkrigger@yahoo.com  | Form: No, Place request information on letterhead  
Signed release required? No  
Method of transmission: email  
Fee: no |
| Washington  | Children’s Administration  
NCIC Access Unit  
Central Intake Office  
Attn: CAN History Check  
P.O. Box 4369  
Seattle, WA 98194  
Contact: Crystal Hanson-Garrett  
Lucy McCormell  
Stephanie Battisti  
Email: childabuseregistry@dshs.wa.gov  | Form: Washington State Child Abuse and Neglect Findings Request  
Go to: WA Form  
Form Required? Yes  
Signed release required? Yes  
Methods of transmission: Mail, email and fax  
Fee: No  |
| West Virginia | West Virginia Department of Health & Human Resources  
350 Capitol Street, RM 691  
Charleston, WV 25301  
Contact: Cher O’Brien  
Email: fc697@wvdhhr.org  | Form: BCF-PSRC Authorization and Release for Protective Services Record Check  
Go to: WV Form  
Form Required? Yes  
Signed release required? Yes, require original signature  
Methods of transmission: Original signature required, mail only  
Fee: No  |

Updates for information listed here should be directed to: Diana.carlson@dss.ca.gov

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### Wisconsin

- **Department of Children & Families**
  - Child Protective Services
  - P.O. Box 8916
  - 1 West Wilson Street, Room 527
  - Madison, WI 53708-8916
- **Phone:** (888) 787-0376
- **Fax:** (608) 266-9358
- **Contact:** Karen Slaney
- **Email:** Karen.Slaney@wi.gov

- **Form:** No
- **Form Required?** No. Print request on letterhead
- **See Page 4 of:** [WI Procs](#)
- **Signed release required?** Yes
- **Methods of transmission:** Mail or fax
- **Fee:** Not at state level but counties may charge a fee
- **Website** or [http://www.dcf.wisconsin.gov/children/cps/cpswimap.htm](http://www.dcf.wisconsin.gov/children/cps/cpswimap.htm)

### Wyoming

- **Department of Family Services**
  - Attn: Kathy Garcia
  - 2300 Capitol, 3rd Floor
  - Cheyenne, WY 82001
- **Phone:** (307) 777-5894
- **Fax:** (307) 777-3659
- **Email:** KGarcia@state.wy.us

- **Form:** SS-26 Application for Child Abuse/Neglect and Adult Central Registry Screens and Wyoming Criminal History Record Prescreens
- **WY Form**
- **Form Required?** No. They prefer their form but will accept others.
- **Signed release required?** Yes with original signature
- **Methods of transmission:** Original signature required, mail only
- **Fee:** $10.00 (Waived for a state agency request)
- **Website**

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