

**APPLICATION FOR CHILD & ADULT ABUSE/NEGLECT CENTRAL REGISTRY SCREEN**

Background checks on volunteers, prospective employees, or an employee who has or may have unsupervised access to minors or vulnerable adults may be screened. Note: According to W.S. 14-3-214, "the applicant shall use the information received only for screening prospective employees and volunteers."

**Instructions:**

- 1) Complete page one and page two of this form **in ink** ensuring the Authorization of Release of Information is signed and dated by the person being screened.
- 2) Verify SSN and DOB with a driver's license or other means of identification and obtain a copy **for your records**.
- 3) Authorization is only valid for sixty (60) days from the date signed.
- 4) **Submit a self-addressed envelope with the request.** Postage is not required but is appreciated.
- 5) **Only applications with original signatures will be accepted. Electronic signatures, scanned or faxed copies are not accepted.**
- 6) The SS-26 Form will be returned to the agency requesting the screen when complete.
- 7) By including an email, you acknowledge The Department of Family Services may send you results electronically, and agree to abide by all confidentiality laws regarding Central Registry data. The original will follow by mail.
- 8) Areas marked by an asterisks, \*, are required fields.

Mail application to:

**Department of Family Services**  
**Central Registry**  
**2300 Capitol Ave. 3<sup>rd</sup> Floor**  
**Cheyenne, WY 82002**

**To be Completed by Organization/Facility (Print clearly)**

\*Name of person being screened: \_\_\_\_\_

\*Organization/agency requesting check: NDDHS, Children & Family Services - CBCU

\*Contact person for requesting organization: \_\_\_\_\_

\*Mailing Address: 600 E Blvd Ave, Dept 325

\*City: Bismarck \*State: ND \*Zip: 58505-0250

\*Phone: ( 701 ) 328-2316

Organization Email (optional) dhscfscbc@nd.gov

Reason for screen:

- Child Care Licensing (Use SS-26 Agent Form)**
- Foster Care/Adoption
- ICPC/ICJ
- Child Care Subsidy Program
- Home Study

**For Central Registry Use only**

Date Completed \_\_\_\_\_ Reference Number - 0106

Person being screened listed on the DFS Abuse/Neglect Central Registry? YES  NO

Central Registry Specialist initials \_\_\_\_\_ DB \_\_\_\_\_

**AUTHORIZATION OF RELEASE OF CHILD & ADULT ABUSE/NEGLECT CENTRAL REGISTRY INFORMATION**

**To Be Completed by Person Being Screened (Please type or print legibly in ink.)**

I hereby authorize the Wyoming Department of Family Services to conduct a Wyoming Central Registry Record Search to check for abuse, neglect and exploitation of children or vulnerable adults. I agree to provide the following information and any other information needed to initiate the background check. I understand that any falsification of information or substantiated abuse or neglect activities may be the grounds for termination of employment.

\*Legal Name (First, Middle, Last) \_\_\_\_\_

\*Maiden Name \_\_\_\_\_

\*Former Married Names \_\_\_\_\_

\*Aliases or Nicknames \_\_\_\_\_

\*Social Security Number \_\_\_\_\_

\*Date of Birth \_\_\_\_\_

\*Gender: Male  Female

\*Current Address \_\_\_\_\_

\*City \_\_\_\_\_ \*State \_\_\_\_\_ \*Zip \_\_\_\_\_ \*Phone \_\_\_\_\_

\*List All Addresses for the past five (5) years

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

“Voluntarily” List Names of Your Children (This information assures accuracy of the screen)

\_\_\_\_\_  
\_\_\_\_\_

**If you do not agree to electronic submission of results to the email address listed on page 1 please opt out by initialing here.** \_\_\_\_\_

I hereby authorize the results of this check be provided to the Organization/Agency identified on Page 1 of this form. If this application is being made as a requirement of a child placing agency, therapeutic foster care, and/or an adoption agency, I hereby authorize the requesting agency to provide the results of this check to the Department of Family Services.

\_\_\_\_\_  
**\*Signature of Person Being Screened**

\_\_\_\_\_  
**\*Date Valid for 60 Days**

\*Pursuant to W.S. 14-3-214(f) and W.S. 35-20-116(a), any organization receiving a report that a prospective employee/volunteer is “under investigation”, shall be notified of the final determination of that investigation. A second screen result will be sent to the Organization on Page 1 when a final determination is made in these cases.