



## Washington State Child Abuse and Neglect Founded Findings Request from Another State

The information provided through this service is limited to the existence of founded findings (substantiated findings) of allegations of child abuse and neglect, and complies with the Adam Walsh Child Protection and Safety Act of 2006 for purposes of approving a prospective adoptive or foster parent, the Child Care and Development Block Grant Act and the Family First Prevention Services Act. Follow the steps below:

**This form must be filled out electronically and signed. Any handwritten or incomplete forms will be returned for correction.**

1. Complete one form for each individual for whom a child abuse/neglect findings request is being requested.
2. Include a check or money order in the amount of \$20.00, per individual inquiry, made payable to DCYF
3. Mail completed requests to:

Department of Children, Youth, and Families  
ATTN: Fiscal  
PO Box 40970  
Olympia WA 98504-0970

4. See “instructions” for ICPC and self-requests. Call 206-341-7938 or email [CANhistorychecks@dcyf.wa.gov](mailto:CANhistorychecks@dcyf.wa.gov) with any questions.

A. Requestor Information			
LAST NAME	FIRST NAME	TITLE	
AGENCY OR BUSINESS NAME		WASHINGTON DCYF CASE NUMBER (ICPC ONLY)	
MAILING ADDRESS	CITY	STATE	ZIP
TELEPHONE NUMBER (WITH AREA CODE)	FAX NUMBER (WITH AREA CODE)	E-MAIL ADDRESS	
B. Signature of Requestor			
REQUESTED BY (SIGNATURE)			DATE SIGNED
C. Subject of Records Requested			
LAST NAME	FIRST NAME	MIDDLE NAME	DATE OF BIRTH
PREVIOUS NAMES USED (AKA, ALIASES OR MAIDEN)		GENDER	SOCIAL SECURITY NUMBER
LAST WASHINGTON STATE MAILING STREET ADDRESS	CITY	STATE	ZIP CODE
D. Authorization BY Subject of Records Requested			
By signing below, I authorize the State of Washington Department of Children, Youth, and Families to release my confidential information about the existence of any founded findings of child abuse or neglect to the requesting individual or agency identified above.			
SIGNATURE			DATE SIGNED
Response by DCYF			
The result of a search of the DCYF child welfare records, pursuant to the data provided above is as follows:			CHECK NUMBER
<input type="checkbox"/> Our records do not indicate that the person identified in your inquiry request has been named as a subject in a founded finding of abuse or neglect.			FISCAL INITIALS/DATE /
<input type="checkbox"/> Our records indicate that one or more founded findings exist in which the person identified in your inquiry request was the subject.			DATE COMPLETED
			STAFF NAME