

National Central Registry Check Guide

This guide was developed for use by Virginia CASA programs in order to meet Virginia state regulations requiring programs to obtain central registry checks on potential volunteers who have lived in another state in the past five years (see regulatory reference below). Information is current as of September 7, 2011. Users are asked to notify Patrick McCreery, CASA/CJA Program Assistant, at patrick.mccrerey@dcjs.virginia.gov if information is found to be out of date.

The following states **do not** have central registry information available to CASA programs: **California, Nebraska, Ohio, Rhode Island and South Dakota**. If potential volunteer applicants have resided in a state that does not have central registry information available to CASA programs, note in the volunteer file that the volunteer came from a state that does not provide central registry information to CASA programs and indicate which state. This will satisfy the regulatory requirement.

6VAC20-160-100(B). Pursuant to § 9.1-153 of the Code of Virginia, the director shall obtain, with the approval of the court, a copy of each applicant's criminal history record or certification that no conviction data is maintained on him, in accordance with § 19.2-389 of the Code of Virginia; a copy of information from the central registry, maintained pursuant to § 63.2-1515 of the Code of Virginia, on any investigation of child abuse or neglect undertaken on him or certification that no such record is maintained on him. If the volunteer applicant has lived in another state within the past five years, the CASA program director shall also obtain a copy of his criminal history record and a copy of information from the central registry from that area. An applicant shall be rejected if he refuses to sign a release of information for appropriate law-enforcement checks.

State	Contact Information	Instructions on Obtaining & Submitting Form
Alabama	CAN Central Registry Office of Child Protective Services Department of Human Resources 50 Ripley Street Montgomery, AL 36130-4000 Phone: (334) 353-1045 Fax: (334) 242-0939 Contact: Sue Ash, Supervisor Sue.Ash@chr.Alabama.gov	Form: Not available online. Call Central Clearinghouse (334) 242-9500 for form, DHR-FCS-1598 CAN Central Registry Clearance, and instructions. Notary required? No; however, the signature must be witnessed. Method of transmission: Original signature required, mail only Fee: No Alabama website
Alaska	Department of Health & Social Services 323 East 4th Avenue Anchorage, AK 99051 Phone: (907) 269-4026 Fax: (907) 269-4098 Contact: Brandy Aldridge or Ken Saucier Kenneth.Saucier@Alaska.gov	Form: 06-9437 LIC Clearance Form Alaska form http://www.dps.state.ak.us/sorweb/Sorweb.aspx (select view all entries option) http://www.courtrecords.alaska.gov/pa/pa.urd/pamw6500.display Send a copy of a photo ID and allow 30 days for response. Notary required? No Method of transmission: Mail, email or fax Fee: No Alaska website
Arizona	Arizona Department of Economic Security CPS Central Registry PO Box 44240 Phoenix, AZ 85064-4240 Phone: (602) 364-2732 Fax: (602) 530-1833 Contact: Myrrianna Morningstar	Form: PS042 (2-08) Arizona form Notary required? Yes Method of transmission: Original signature required, mail only Fee: No Arizona website

<p>Arkansas</p>	<p>Arkansas Child Maltreatment Central Registry P. O. Box 1437, Slot S 566 Little Rock, AR 72203</p> <p>Phone: (501) 682-3003 (501) 682-0405 Fax: (501) 682-0407 Contact: Vellor Williams vellor.williams@arkansas.gov</p>	<p>Form: Authorization for Release of Confidential Information Arkansas Form</p> <p>Notary required? Yes</p> <p>Method of transmission: Fax preferred.</p> <p>Fee: There are no fees for non-profit organizations that provide proof of 501(c)(3).</p> <p style="text-align: right;">Arkansas website</p>
<p>California</p>	<p>California Dept. of Justice Bureau of Criminal Information & Analysis Child Protection Program PO Box 903387 Sacramento, CA 94203-3870 Phone: (916) 227-3285</p>	<p>California does not provide central registry checks for CASA volunteers. California will only provide central registry checks for foster care and adoption purposes.</p> <p style="text-align: right;">California website</p>
<p>Colorado</p>	<p>Background Investigations Unit, Colorado Department of Human Services (BIU, CDHS) 3550 W. Oxford Avenue Denver, CO 80236</p> <p>Contacts: Jan Diaz (303) 866-7230 Jan.Diaz@state.co.us Valerie Fresquez (303) 866-7925 Valerie.Fresquez@state.co.us Fax: (303) 866-7177</p>	<p>Form: BIU Individual Inquiry Form Colorado form</p> <p>Notary required? Yes, with seal</p> <p>Method of transmission: Original signature required, mail only</p> <p>Fee: a check or money order for \$30.00 made payable to CDHS, BIU</p> <p>Note: The \$30.00 fee is waived for requests regarding CASA volunteers only. Processing fees are reimbursable under Title IV-E administrative expenses.</p> <p style="text-align: right;">Colorado website</p>
<p>Connecticut</p>	<p>Department of Children and Families Hotline Fifth Floor 505 Hudson Street Hartford, CT 06106</p> <p>Phone: (860) 560-7000 Fax: (860) 560-7072 Contact: Buck Gregory Buck.Gregory@ct.gov</p>	<p>Form: Connecticut Form</p> <p>Notary required? No</p> <p>Method of transmission: Mail or fax</p> <p>Fee: No</p> <p style="text-align: right;">Connecticut website</p>
<p>Delaware</p>	<p>Department of Services for Children, Youth & Their Families 1825 Falkland Road Wilmington, DE 19805</p> <p>Phone: (302) 892-5814 Fax: (302) 633-5191 (Do not fax on Wednesdays) Contact: Beth Kramer</p>	<p>Form: Delaware form</p> <p>Notary required? No</p> <p>Method of transmission: Mail or fax</p> <p>Fee: No</p> <p style="text-align: right;">Delaware website</p>
<p>District of Columbia</p>	<p>Child Protection Registry 400 Sixth Street, SW Washington, DC 20024</p> <p>Phone: (202) 727-8885 Fax: (202) 727-8040</p>	<p>Form: District of Columbia form</p> <p>Notary required? Yes</p> <p>Method of transmission: Original signature required, mail only</p> <p>Fee: No</p> <p style="text-align: right;">District of Columbia website</p>
<p>Florida</p>	<p>Department of Children & Families 1317 Winewood Blvd. Tallahassee, FL 32399</p> <p>Phone: (850) 487-6123 Fax: (850) 488-1319 Contact: Sandy Pillar</p>	<p>Form: CF 1651 Florida form</p> <p>Notary required? No</p> <p>Method of transmission: Mail or fax</p> <p>Fee: No</p>

	Sandy Pillar@dcf.state.fl.us	Florida website
Georgia	<p>Georgia Department of Human Resources Division of Family & Children Services Attn: Deborah Gibson 2 Peachtree St. NW, Ste. 18-486 Atlanta, GA 30303</p> <p>Phone: (404) 657-8961 Fax: (404) 657-3415</p>	<p>Form: 404 Georgia form</p> <p>Notary required? No</p> <p>Method of transmission: Fax</p> <p>Fee: No</p> <p>Georgia website</p>
Guam	<p>Bureau of Social Services Administration Department of Public Health & Social Services 194 Hernan Cortez Avenue Hagatna, Guam 96910</p> <p>Phone: (671) 475-2653/2672 Fax: (671) 477-0500 Contact: Lydia Tenorio Lydia.Tenorio@dphss.guam.gov</p>	<p>No form required. Send in a request on letterhead; include all of the information on the State Central Registry form. Include a self-addressed stamped envelope and agency contact information.</p> <p>Notary required? No</p> <p>Method of transmission: Will accept email or fax to expedite process; however, original signature is required and request must be sent by mail in order to release information.</p> <p>Fee: No</p> <p>Guam website</p>
Hawaii	<p>Hawaii Department of Human Services Attn: Cynthia Goss Statewide Section Administrator, CWI 420 Waiakamilo Road, #300B Honolulu, HI 96813</p> <p>Phone: (808) 832-0609 Contact: Cynthia Goss CGoss@dhs.hawaii.gov</p>	<p>No form required. Send in a request on letterhead; include all of the information on the State Central Registry form. Include a self-addressed stamped envelope and agency contact information.</p> <p>Notary required? No</p> <p>Method of transmission: Original signature required, mail only</p> <p>Fee: No</p> <p>Hawaii website</p>
Idaho	<p>Idaho Department of Health and Welfare, Children and Family Services Attn: Judd Reynolds 450 W. State St., 5th Floor PO Box 83720 Boise, ID 83720-0036 (208) 334-5770</p> <p>Phone: (208) 334-5690 Contact: Tina Griffin GriffinT2@dhw.idaho.gov</p>	<p>Form: A release form is required, in addition to a request on letterhead. Follow the web links on the right side of the web page Idaho website for specific instructions. Please include a self-addressed, stamped envelope to ensure timely receipt of the results</p> <p>Notary required? No</p> <p>Method of transmission: Original signature required, mail only</p> <p>Fee: No</p> <p>Idaho website</p>
Illinois	<p>Department of Family & Children Services Attn: Linda Smith 406 E. Monroe Street, Station 30 Springfield, IL 62701</p> <p>Contact: Linda Smith Linda.Smith2@illinois.gov</p>	<p>Form: CFS 689 Illinois form</p> <p>Notary required? No</p> <p>Method of transmission: Original signature required, mail only</p> <p>Fee: No</p> <p>Illinois website</p>
Indiana	<p>Indiana Dept. of Child Services Background Check Unit 302 W. Washington Room E306-MS08 Indianapolis, IN 46204</p> <p>Phone: (317) 234-5790 Fax: (317) 234-4633 Contact: Vonda Ramsey background.checkunit@dcs.in.gov</p>	<p>Form: Indiana Form Request for a Child Protection Services History Check</p> <p>Notary required? No</p> <p>Method of transmission: Fax or mail</p> <p>Fee: No</p> <p>Indiana website</p>
Iowa	Iowa Central Abuse Registry	Form: 470-3301 Iowa form

	<p>Iowa Dept. of Human Services 1305 E. Walnut 5th Floor, Hoover Building Des Moines, IA 50319</p> <p>Phone: (515) 281-5581 Fax: (515) 242-6884 Contact: Linda Chagoya Contact: Lisa Pinegar</p>	<p>Notary required? No</p> <p>Method of transmission: Fax or mail</p> <p>Note: Fax option available from 8:00 a.m. – 4:30 p.m. Central time, M-F</p> <p>Fee: No</p> <p style="text-align: right;">Iowa website</p>
Kansas	<p>Janna Gunckle, LBSW SRS, Children & Family Services 915 SW Harrison St, 5th Floor Topeka, KS 66612</p> <p>Contact: Janna Gunckle, LBSW JSC@srs.ks.gov Phone: (785) 296-5636 Fax: (785) 296-0470</p>	<p>Form: Kansas form. Include a self-addressed stamped envelope and agency contact information.</p> <p>Notary required? No</p> <p>Method of transmission: Mail or fax</p> <p>Fee: \$10.00, CASA volunteers are exempt</p> <p style="text-align: right;">Kansas website</p>
Kentucky	<p>Department for Community Based Services Attn: Sherri L. Wilson Compliance Supervisor Cabinet for Health and Family Services Records Management Section 275 East Main Street, 3E-G Frankfort, KY 40621</p> <p>Phone: (502) 564-3834 Fax : (502) 564-9554 Contact: Sherri L. Wilson SherriL.Wilson@ky.gov</p>	<p>Form: Kentucky form</p> <p>Notary required? No, but signature of a witness is required</p> <p>Method of transmission: Mail or fax</p> <p>Fee: No, as long as documentation of 501(c)(3) is included. Form states that a \$10.00 fee is required; but request a waiver.</p> <p style="text-align: right;">Kentucky website</p>
Louisiana	<p>Louisiana Department of Social Services Office of Community Services Attention CPI Section – Intake PO Box 3318 Baton Rouge, LA 70821</p> <p>Phone: (225) 342-8631 Fax: (225) 342-9087 TKirk@dss.state.la.us</p>	<p>Web page with links to forms. Links are found at the bottom of the page. Include a self-addressed stamped envelope and agency contact information.</p> <p>Notary required? No</p> <p>Method of transmission: Email, Fax, Mail</p> <p>Fee: No</p> <p style="text-align: right;">Louisiana website</p>
Maine	<p>Attn: Janene Lachance Department of Health and Human Services, Child and Family Services 2 Anthony Avenue # 11 State House Station Augusta, Maine 04333-0011</p> <p>Phone: 1-800-452-1999 1-800-606-0215 Tel: (207) 287-5060 Fax: (207) 287-6156 Contact: Janene Lachance</p>	<p>Web page with links to forms. Include a self-addressed stamped envelope and agency contact information. Responses will provide only summary information concerning any maltreatment findings</p> <p>Notary required? No</p> <p>Method of transmission: Mail or fax</p> <p>Fee: \$15.00</p> <p style="text-align: right;">Maine website</p>
Maryland	<p>Maryland Department of Human Resources In-Home Services Social Services Administration 311 W. Saratoga Street, Room 553 Baltimore, MD 21201</p> <p>Contact Center Verification</p>	<p>Form: Maryland form For fastest response send the form to the county in which the person lives (or lived) MD Local Departments of Social Services</p> <p>Notary required? Yes</p> <p>Method of transmission: Original signature required, mail only</p> <p>Fee: No</p>

	Phone: (410) 767-7778	Maryland website
Massachusetts	Attn: CORI Unit Department of Children & Family Services 24 Farnsworth St. Boston MA, 02210 Phone: (617) 748-2079 Contact: Kim Sportman Kim.Sportman@state.ma.us	No form required. Print request on letterhead. A fully completed State Central Registry form can be substituted. Include a self-addressed stamped envelope and agency contact information. Notary required? Yes, with seal Method of transmission: Original signature required, mail only Fee: No Massachusetts website
Michigan	Michigan Department of Human Services Children's Protective Services P.O. Box 30037 235 S. Grand Avenue, Suite 510 Lansing, MI 48909-8150 Phone: (517) 335-3704 Fax: (517) 241-7047	Form for employee or volunteer from out of state agency. Include a self-addressed stamped envelope and request on agency letterhead or fax on agency letterhead. Copy of photo ID required. Notary required? No Method of transmission: Mail or fax Fee: No Michigan website
Minnesota	Minnesota Department of Human Services Background Studies Unit PO Box 64242 St. Paul, MN 55164-0242 Phone: (651) 296-2075 Fax: (651) 297-1490 Contact: Lori Steffan or Stephan Sarumi	Form: Minnesota form Notary required? No Method of transmission: Original signature required, mail only Fee: \$20 to Minnesota Department of Human Services Note: Processing fees are reimbursable under Title IV-E administrative expenses. Minnesota website
Mississippi	Dept. of Human Services Protection Unit P.O. Box 352 Jackson, MS 39205-0352 Phone: (601) 359-4487 Fax: (601) 576-2584 Contact: Pearl Holloway Pearl.Holloway@mdhs.ms.gov	No form required. Send in a request on letterhead; include all of the information on the State Central Registry form. Include a self-addressed stamped envelope and agency contact information. Details instructions are found here . Notary required? No Method of transmission: Original signature required, mail only Fee: No Mississippi website
Missouri	Missouri Department of Social Services Children's Division PO Box 88 Jefferson City, MO 65103 Phone: (573) 751-2330 Fax: (573) 751-2607 Contact: Martha Witt Background & Screening Unit Martha.S.Witt@dss.mo.gov	Form: MO 821-0353 Missouri form may also be printed on letterhead. Notary required? No Method of transmission: Mail, email or fax Fee: No Missouri website
Montana	Montana Child & Family Services Division, Centralized Intake Unit PO Box 8005 Helena, MT 59604 Phone: (406) 444-9064 Fax: (406) 444-4156 Contact: Larry Loberg L.Loberg@mt.gov	No form required. Send in a request on letterhead; include all of the information on the State Central Registry form. Include a self-addressed stamped envelope and agency contact information. Notary required? No Method of transmission: Mail or fax Fee: No Montana website
Nebraska	Suzann Johnson Nebraska Health and Human Services	Requests for background checks from CASA programs will not be processed at this time. Only background checks that meet the requirements of the Adam Walsh Act of 2006 will be processed. The Act applies to prospective foster and adoptive parents only.

	<p>Box 95026 Lincoln, NE 68509-5044</p> <p>Phone: (402) 471-9322 Fax: (402) 471-9034 Contact: Suzann Johnson</p>	<p>Nebraska website</p>
Nevada	<p>Nevada Central Registry Nevada Division of Child & Family Services 4126 Technology Way, 3rd Floor Carson City, NV 89706</p> <p>Phone: (775) 684-4423 Fax: (775) 684-4455 or 4456 Contact: Sue Lamon</p>	<p>Form: Nevada form - follow link to Employer Request form</p> <p>Notary required? No, but fax clear photo ID</p> <p>Method of transmission: Fax with Attn: Sue Lamon</p> <p>Fee: No</p> <p>Nevada website</p>
New Hampshire	<p>NHDCYF Central Registry 129 Pleasant Street Concord, NH 03301</p> <p>Phone: (603) 271-7223 Fax: (603) 271-6565 Contact: Stacey Marsland SJMarsland@dhhs.state.nh.us</p>	<p>Form: 2202 New Hampshire Form Include a self-addressed stamped envelope and a note with program contact information.</p> <p>Notary required? Yes, with seal</p> <p>Method of transmission: Mail or fax</p> <p>Fee: No</p> <p>New Hampshire website</p>
New Jersey	<p>Attn: Richard Ferrell, Supervisor, CARI Unit NJ Department of Children and Families, Office of Licensing PO Box 717 225 East State Street, 4th Floor Trenton, NJ 08625-0717</p> <p>Phone: 877-667-9845 Contact: Richard Ferrell</p>	<p>No form required. Send in a request on letterhead; include all of the information on the State Central Registry form. Include a self-addressed stamped envelope and agency contact information.</p> <p>Notary required? No</p> <p>Method of transmission: Original signature required, mail only</p> <p>Fee: No</p> <p>New Jersey website</p>
New Mexico	<p>CYFD-PS PO Drawer 5160 PERA Room 254 Santa Fe, NM 87502</p> <p>Phone: (505) 827-8400 Fax: (505) 476-5490 Contact: Loretta Perea</p>	<p>No form required. Send in a request on letterhead; include all of the information on the State Central Registry form. Include a self-addressed stamped envelope and agency contact information.</p> <p>Notary required? No</p> <p>Method of transmission: Mail or fax</p> <p>Fee: No</p> <p>New Mexico website</p>
New York	<p>Office of Children & Family Services New York State Central Register PO Box 4480 Albany, NY 12204</p> <p>Phone: (518) 473-7793 Fax: (518) 486-3424 Contact: Roberta Frederick</p>	<p>No form required. Send a copy of a signed release of information along with the requesting agency information indicating that this is an "Out of State Request".</p> <p>Notary required? No</p> <p>Method of transmission: Mail or fax</p> <p>Fee: No</p> <p>New York website</p>
North Carolina	<p>North Carolina Division of Social Services Regulatory & Licensing Services Attn: RIL 952 Old U.S. 70 Highway Black Mountain, NC 28711</p> <p>Phone: (919) 733-4622 x322 Contact: Terri Reichert Terri.Reichert@ncmail.net</p>	<p>Form: DSS-5268 FSCWS Request for Information from the Responsible Individuals List North Carolina form</p> <p>Notary required? No</p> <p>Method of transmission: Original signature required, mail only</p> <p>Fee: No</p> <p>North Carolina website</p>

<p>North Dakota</p>	<p>Department of Human Services Children & Family Services 600 E. Boulevard Avenue Dept 325 Bismarck, ND 58505-0250</p> <p>Phone: (701) 328-3587 Contact: Tara Lea Muhlhauser</p>	<p>No form required. Send in a request on letterhead; include all of the information on the State Central Registry form. The form is also accepted. Include a self-addressed stamped envelope and agency contact information.</p> <p>Notary required? Yes</p> <p>Method of transmission: Original signature required, mail only</p> <p>Fee: No North Dakota website</p>
<p>Ohio</p>	<p>Ohio Department of Job & Family Services Office for Children & Family Services PO Box 182709 Columbus, OH 43218-2709</p> <p>Phone: (614) 752-1298 Fax: (614) 728-6726 Contact: Barbara Parker ParkeB@odjfs.state.oh.us</p>	<p>Information contained in Ohio's child welfare information system is available only to public and/or private children services agencies for specific purposes. Ohio is not able to release information directly to CASA programs. Ohio law allows an individual to request and receive information about the status of his or her name in the child welfare information system. Upon receipt of all required documentation, the search will be completed and results returned directly to the home address of the individual who is the subject of the search. This is the only option available for CASA agencies to use to obtain central registry searches for individuals. This is the process CASA agencies in Ohio use for volunteers.</p> <p>Notary required? Will accept notary signature or two forms of identification.</p> <p>Method of transmission: Original signature is required, mail only. Searches can be expedited if the request includes a pre-paid express delivery envelope.</p> <p>Fee: No Ohio website</p>
<p>Oklahoma</p>	<p>Oklahoma Department of Human Services Children & Family Services Division Attn: Leslie Nash PO Box 25352 Oklahoma City, OK 73125</p> <p>Phone: (405) 521-2283 Fax: (405) 521-4373 Contact: Afton Wagner</p>	<p>No form required. Send in a request on letterhead; include all of the information on the State Central Registry form. Include a self-addressed stamped envelope and agency contact information.</p> <p>Notary required? No</p> <p>Method of transmission: Fax</p> <p>Fee: No Oklahoma website</p>
<p>Oregon</p>	<p>Oregon Department of Human Services Attn: Michelle Grimes PO Box 14870 Salem, OR 97309-5066</p> <p>Phone: (503) 378-5632 Fax: (503) 378-6314 Contact: Michelle Grimes Michelle.A.Grimes@state.or.us</p>	<p>No form required. Send in a request on letterhead; include all of the information on the State Central Registry form. Include agency contact information.</p> <p>Notary required? No</p> <p>Method of transmission: Fax</p> <p>Fee: No Oregon website</p>
<p>Pennsylvania</p>	<p>ChildLine & Abuse Registry Department of Public Welfare PO Box 8170 Harrisburg, PA 17105-8170</p> <p>Phone: (717) 772-6574 Contact: Kevin Fisher Kefisher@state.pa.us</p>	<p>Form: CY 113 Information on Pennsylvania Form Pennsylvania Form</p> <p>Notary required? No</p> <p>Method of transmission: Original signature required, mail only</p> <p>Fee: \$10 fee to Dept. of Public Welfare Pennsylvania website</p>
<p>Puerto Rico</p>	<p>Criminal Justice Information System, Department of Justice Attn: Director Roberto Martínez Commonwealth of Puerto Rico PO Box 9020192 San Juan, Puerto Rico 00902-0192</p> <p>Contact: Roberto Martinez Note: When emailing Mr. Martinez copy Maritza Rosado Vázquez</p>	<p>No form required. Send in a request on letterhead; include all of the information on the State Central Registry form. Include a self-addressed stamped envelope and agency contact information. It is not clear if there is a registry for child abuse. There is a sexual offender registry.</p> <p>Notary required? No</p> <p>Method of transmission: Mail or fax</p> <p>Fee: No</p>

	<p>Phone: (787) 729-2121 or 2141 Fax: (787) 729-2261 Email: RobMartinez@sijc.gobierno.pr MRosado@sijc.gobierno.pr</p>	<p>Spanish Information on Puerto Rico website</p>
Rhode Island	<p>Rhode Island State Central Registry & Child Abuse Hotline DCYF 101 Friendship St, 2nd Floor Providence, RI 02903</p> <p>Phone: (401) 528-3843 Contact: Maria Butts Maria.Butts@dcyf.ri.gov</p>	<p>Rhode Island does not provide background checks for CASA volunteers. They will only provide background checks for foster care and adoption purposes.</p> <p>Rhode Island website</p>
South Carolina	<p>South Carolina Department of Social Services PO Box 1520 Columbia, SC 29202-1520</p> <p>Phone: (803) 898-7318 Fax: (803) 898-7641 Contact: Virginia Oliver or Beth Williams Beth.Williams@dss.sc.gov</p>	<p>Form: 3072 South Carolina form</p> <p>Notary required? Either a notary or witness is required.</p> <p>Method of transmission: Original signature required, mail only</p> <p>Fee: Yes - \$8.00</p> <p>South Carolina website</p>
South Dakota	<p>Department of Social Services/CPS 700 Governors Drive Pierre, SD 57501-2291</p> <p>Phone: (605) 773-3227 Contact: Penny Tople Penny.Tople@state.sd.us</p>	<p>South Dakota does not provide background checks for CASA volunteers. They will only provide background checks for foster care and adoption purposes.</p> <p>South Dakota website</p>
Tennessee	<p>Division of Centralized Permanency Attn: Jerry Cunningham Office of Child Permanency 436th Avenue North Nashville, TN 37243</p> <p>Phone: (615) 532-9700 Fax: (615) 532-6495 Jerry.Cunningham@state.tn.us</p>	<p>No form required. Send in a request on letterhead; include all of the information on the State Central Registry form. Include a self-addressed stamped envelope and agency contact information.</p> <p>Notary required? Yes</p> <p>Method of transmission: Mail, email or fax</p> <p>Fee: No</p> <p>Tennessee website</p>
Texas	<p>Texas Department of Family & Protective Services Centralized Background Check Unit PO Box 149030 Mail Code 121-7 Austin, TX 78714-9030</p> <p>Contacts: <i>Lead for Unit</i> Ami Suchan (512) 919-7831 ami.suchan@dfps.state.tx.us <i>Main contact for Out of State</i> Tri Dang (512) 919-7823 <i>Backup contacts:</i> Jessica Ramirez (512) 919-7818 Jennifer Thompson (512) 919-7819 Trina Latin (512) 919-7821 Katrina Massoni (512) 919-7822</p>	<p>Form: Form #2970 Texas form</p> <p>Notary required? Yes, witnessed and notarized, with seal.</p> <p>Method of transmission: Original signature required, mail only</p> <p>Fee: No</p> <p>Physical address: 2525 Ridgpoint Drive, Austin, TX 78754</p> <p>Texas website</p>
Utah	<p>Division of Child & Family Services Department of Human Services 120 North 200 West, Suite 225</p>	<p>Form: Utah form</p> <p>A copy of a photo ID is required</p>

	<p>Salt Lake City, UT 84103-1500</p> <p>Phone: (801) 538-4061 Fax: (801) 538-3993 Contact: Andrea Hess AHess@utah.gov</p>	<p>Notary required? No</p> <p>Method of transmission: Mail or fax</p> <p>Fee: No</p> <p style="text-align: right;">Utah website</p>
Vermont	<p>Child Abuse Registry Unit Department for Children & Families Family Services Division 103 South Main Street Waterbury, VT 05671-2401</p> <p>Phone: (802) 241-2321 Fax: (802) 241-2407 Contact: Fred Ober Frederick.Ober@ahs.state.vt.us</p>	<p>Form: Vermont form</p> <p>Notary required? No</p> <p>Method of transmission: Mail, email or fax</p> <p>Fee: No</p> <p style="text-align: right;">Vermont website</p>
Virginia	<p>Virginia Department of Social Services Child Abuse Central Registry Unit 7 N. Eighth Street, 4th Floor Richmond, VA 23219</p> <p>Phone: (804) 726-7567 Fax: (804) 726-7895 Contact: Betty Whittaker, Central Registry Supervisor Betty.Whittaker@dss.virginia.gov</p>	<p>Form: 032-02-0151-07 Link to web page with Virginia form</p> <p>Notary required? Yes. Complete Certification section of form and attach notary form.</p> <p>Method of transmission: Original signature required, mail only</p> <p>Fee: No</p> <p style="text-align: right;">Virginia website</p>
Washington	<p>Children's Administration NCIC Access Unit Attn: CAN History Check PO Box 4369 Seattle, WA 98194</p> <p>Contact: Janelle DeCoteau, CA Phone: (206) 341-7379 Contact: Gretlyn Dawson Phone: (800) 562-5624 Fax: (206) 341-7930 DAWG300@dshs.wa.gov</p>	<p>Form: Link to web page with Washington form</p> <p>Notary required? No</p> <p>Method of transmission: Mail, email and fax</p> <p>Fee: No</p> <p style="text-align: right;">Washington website</p>
West Virginia	<p>Division of Children and Adult Services 350 Capitol Street, Room 691 Charleston, WV 25301</p> <p>Phone: (304) 558-7980 Fax : (304) 558-5354 Contact: Cher O'Brien</p>	<p>Form: BCF-PSRC Link to web page with West Virginia Form</p> <p>Notary required? No</p> <p>Method of transmission: Original signature required, mail only</p> <p>Fee: No</p> <p style="text-align: right;">West Virginia website</p>
Wisconsin	<p>Division of Children & Family Services Child Protective Services Attn: Julie Bachir PO Box 8916 Madison, WI 53708-8916</p> <p>Phone: (608) 267-3905 Fax: (608) 266-0260 Contact: Julie Bachir BachiJS@dhs.state.wi.us</p>	<p>No form required. See Page 4 of: Wisconsin Request Procedure</p> <p>Notary required? No</p> <p>Method of transmission: Mail or fax</p> <p>Fee: Not at state level but counties may charge a fee, since there is no central registry.</p> <p style="text-align: right;">Wisconsin website</p>

Wyoming	Department of Family Services Attn: Kathy Garcia 2300 Capitol, 3 rd Floor Cheyenne, WY 82001 Phone: (307) 777-5894 Fax: (307) 777-3659 Contact: Kathy Garcia KGarci@state.wy.us	Form: SS-26 Link to web page with Wyoming form Notary required? No Method of transmission: Original signature required, mail only Fee: \$8.00 Wyoming website
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Prepared on September 7, 2011 by Patrick McCreery, Department of Criminal Justice Services, (804) 225-4331,
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