

DCFS CHILD ABUSE AND NEGLECT REQUEST AND CONSENT REQUEST FORM A INSTRUCTIONS

PURPOSE

This form is to be used to request and consent to a State Repository check for an individual who may be identified as a perpetrator of valid child abuse or neglect. This form is completed by:

- An Out of State Child Protective Service Agencies Conducting Investigations; and
- Out of State Agencies Certifying Foster/Adoptive Homes for Foster Children.

PREPARATION

The form is completed by the individual requesting that the Department of Children and Family Services conduct a search of the State Repository for a perpetrator of a valid child abuse or neglect investigation for a person who is a:

- involved in an out of state child protective services investigation, or
- a person who is applying to become a certified foster or adoptive parent.

The foster parent applicant or adoptive parent applicant along with the worker completes the applicant's identifying information section in the form. When this form is used for investigative purposes it is preferred that the client complete the applicant's identifying information section, however if this is not feasible, then the worker can complete the section to the best of their knowledge. An asterisk by any field indicates a mandatory field that must be completed in order for the request to be process:

The following information is completed on the form:

- I. Agencies Identifying Information: (This information is to be completed on the Child Protective Services Agency or the Certifying Agency for the Foster or Adoptive homes).
 1. *The name of the Child Protective Services (CPS) Agency or the Certifying Foster/Adoptive Home or Agency and the entity type,
 2. *The physical address, *city, *state, and *zip,
 3. The agency license number, EIN number, or provider number (if applicable),
 4. The work phone number, home phone number, and an alternative phone number. (one main contact number is mandatory)
- II. Applicant's Identifying Information: (This information is to be completed on the CPS client or the Foster or Adoptive applicant)
 1. *Last name, *first name, and *middle name, and Aliases,
 2. *Date of birth, *place of birth (city), *place of birth (state),
 3. *Social security number,
 4. Home phone number, cell phone number, work phone number, and alternative number, (one main contact number is mandatory)
 5. *Current physical address and *mailing address, including *city, *state, and *zip code,
 6. *An identification type (driver's license or state issued identification), *the number, *State issued by, and *the expiration date,

7. *Marital status,
8. *Current spouses name, *date of birth, and *race, (if married, mandatory)
9. *Previous spouse name, *date of birth, and *race, (if divorced, mandatory)
- 10.*Email address
- 11.*Previous addresses for the past 5 years including *physical address, *city, *state, and *zip code,
- 12.Children that the requestor had been responsible for including first name, last name, date of birth, and social security number.

III. Applicant's Consent

*The consent form is signed and dated by the foster parent applicant or adoptive parent applicant. For Child Protective Services it is not mandatory that the client sign and date the consent form, however the Department considers this best practice to have the client sign and date the form.

IV. Requestors Agreement

The requestor who is requesting the State Repository Clearance **must** sign and date the consent form. The following must be completed for the requestor:

1. *Last name and *first name of the requestor.
2. *Mailing address including *city, *state, and *zip code of the requestor,

In order for a formal request to be processed the requestor must upload the Request and Consent Form A, and a current agency license or a request on agency letterhead.

DISPOSITION

The original version of this form should be maintained by the Out of State Child Protective Service Agencies Conducting Investigations or the Out of State Agencies Certifying Foster/Adoptive Homes for Foster Children. This form is uploaded into the Child Abuse and Neglect Clearance System, and the information is entered into the Child Abuse and Neglect Clearance System.