

Check One (DCBS Staff Only):
___ Initial w/fingerprints
___ Initial wo/fingerprints
___ Annual
___ Adoption only

**BACKGROUND CHECKS FOR APPLICANTS  
OR FOSTER/ADOPTIVE PARENTS**

**922 KAR 1:490 requires each applicant or foster or adoptive parent, and each adult household member to submit to a child abuse or neglect check, criminal records check, and sex offender registry check. 922 KAR 1:490 also requires that adolescent members of households (age 12 through 17) submit to a child abuse or neglect check. Checks should be completed prior to initial approval and annually thereafter. Please indicate if the check is initial or annual in the box above and check the appropriate category below.**

- DCBS Foster/Adoptive Parent or Applicant
- Household member of DCBS Foster/Adoptive Parent or Applicant
- Child placing agency – Foster/Adoptive Parent or Applicant
- Child placing agency – Household member of Foster/Adoptive Parent or Applicant
- Respite Care Provider
- Out of State request

**Personal information regarding the individual submitting a check.**

Please list your addresses for the last five years. Use another sheet of paper, if necessary.

Name: \_\_\_\_\_  
(first) (middle) (maiden/nickname) (last)

Sex: \_\_\_\_\_ Race: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Present Address:

\_\_\_\_\_  
(street address) (city) (state) (zip code)

Previous Address:

\_\_\_\_\_  
(street address) (city) (state) (zip code)

Previous Address:

\_\_\_\_\_  
(street address) (city) (state) (zip code)

Previous Address:

\_\_\_\_\_  
(street address) (city) (state) (zip code)

Use another sheet of paper, if necessary.



**BACKGROUND CHECKS FOR APPLICANTS  
OR FOSTER/ADOPTIVE PARENTS**

**Initial application requirements:**

I hereby authorize the Cabinet for Health and Family Services to complete a check of the Kentucky Central Registry (child abuse or neglect), Criminal Records Check, and an address check of the Sexual Offender Registry and provide the results to the agency listed below. I further authorize the Cabinet for Health and Family Services to complete a fingerprint Criminal Records Check (adults only). Fingerprints submitted will be used to check the criminal history records of the Federal Bureau of Investigation (FBI). I understand I have the right to inspect my criminal history record and to request correction of any inaccurate information. If I do not exercise that right, I agree to hold harmless the Kentucky State Police and its employees from any claim for damages arising from the dissemination of inaccurate information. I also release the Cabinet for Health and Family Services, its officers, agents, and employees, from any liability or damages resulting from the release of this information.

Procedures for obtaining a copy of FBI criminal history record are set forth at 28 C.F.R. 16.30-16.33 or go to the FBI website at <http://www.fbi.gov/about-us/cjis/background-checks>. Procedures for obtaining a change, correction, or updating of an FBI criminal history records are set forth at 28 C.F.R. 16.34.

**Annual application requirements:**

I hereby authorize the Cabinet for Health and Family Services to complete a check of the Kentucky Central Registry (child abuse or neglect), Criminal Records Check, and an address check of the Sexual Offender Registry and provide the results to the agency listed below. I understand I have the right to inspect my criminal history record and to request correction of any inaccurate information. I also release the Cabinet for Health and Family Services, its officers, agents, and employees, from any liability or damages resulting from the release of this information.

The information provided is complete and true to the best of my knowledge. I understand if I give false information or do not report all of the information needed, I may be subject to prosecution for fraud.

\_\_\_\_\_  
Signature of the individual (or parent/guardian of household member age 12-17) requesting the check (date)\*

\_\_\_\_\_  
Signature of witness (date)

**FOR COMPLETION BY THE CHILD-PLACING AGENCY or CABINET STAFF**

Name of child placing agency or DCBS office: \_\_\_\_\_

Name and title of representative: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Print Name: \_\_\_\_\_

\_\_\_\_\_  
(representative requesting information) (date)

Signature: \_\_\_\_\_

\_\_\_\_\_  
(representative requesting information) (date)

Send the completed form to: **Cabinet for Health and Family Services**  
**Department for Community Based Services**  
**Records Management Section**  
**275 E. Main St., 3E-G**  
**Frankfort, KY 40621**  
**Fax: (502) 564-9554**  
**Email: [CHFSDCBS.RMS@ky.gov](mailto:CHFSDCBS.RMS@ky.gov)**

\* Authorization provided by signature expires in 30 days

