

DIVISION OF CHILD CARE- OUT OF STATE CAN CHECKS

| State | Form | Mail/Email to: | Requested From: | Cost | Sex Offender Registry |
|---|--|---|----------------------|---------|--|
| AL (Alabama) | Form 1598 Instructions for Completing AL Form 1598 | State of Alabama DHR; Office of Child Protective Services; CA/N Central Registry; 50 N. Ripley Street; Montgomery, Alabama 36130 | Provider Requests | None | AL Sex Offender Registry |
| AK (Alaska) | Clearance Form Instructions for Completing AK Clearance Form | E-mail to: Ocsbackgroundcheck@alaska.gov | Provider Requests | None | AK Sex Offender Registry |
| AR (Arkansas) | Child Maltreatment Central Registry Check | Child Maltreatment Central Registry Slot S 566 P O Box 1437 Little Rock AR 72203 | Provider Requests | \$10.00 | AR Sex Offender Registry |
| AS (American Samoa) | | | | | AS Sex Offender Registry |
| AZ (Arizona) | DCS-1083-A | E-mail to: dcscentralregistry@azdcs.gov | Provider Requests | None | AZ Sex Offender Registry |
| CA (California) (CLOSED STATE) | | | | | CA Sex Offender Registry |
| CO (Colorado) (CLOSED STATE) | Background Investigation Unit (BIU) Individual Child Abuse and Neglect (Trails) Request Additional Background Check Information for Providers | Colorado Department of Human Services (CDHS) Division of Early Care and Learning Attn: Trails Background Investigation Unit (BIU) 1575 Sherman Street, Garden Level Denver, CO 80203-1714 | Provider Requests | \$35.00 | CO Sex Offender Registry |

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| CT (Connecticut) | DCF-3031 | E-mail to: DCF.BackgroundCheck@ct.gov Fax:860-560-7071 Mail to: DCF-Background Check Unit, 505 Hudson Street, Hartford, CT 06106 | Provider Requests | None | CT Sex Offender Registry |
| DC (District of Columbia) | DC Child Protection Register Check Form | Attn: Child Protection Register Unit Child and Family Services Agency 200 I Street SE, 3rd Floor Washington, DC 20003 | Provider Requests | None | DC Sex Offender Registry |
| DE (Delaware) | DE Child Protection Register Check Form | OCCL, Criminal History Unit Concord Plaza, Hagley Building 3411 Silverside Road Wilmington, DE 19810 | Provider completes Part I, send to DCC for Part II | None | DE Sex Offender Registry |
| FL (Florida) | Child Welfare Record Request for Child Care Personnel Employment | E-mail to: HQW.CWR.Employment.Requests@myflfamilies.com | Provider Requests | None | FL Sex Offender Registry |
| GA (Georgia) | GA: How to Make Open Records Request | Mail open Records Request to county the individual has lived in: Find GA Location | Provider Requests | None | GA Sex Offender Registry |
| Guam | Written consent (letter) from the applicant to release information to DCC | Bureau of Social Services Administration Department of Public Health & Social Services 194 Hernan Cortez Avenue Hagatna, Guam 69610 | Provider Requests | None | Guam Sex Offender Registry |

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| HI (Hawaii) | HI Central Registry Form Hawaii Central Registry Check Form Instructions | Department of Human Services, Child Welfare Services Branch, Oahu Child Welfare Services Section Attn: CAN Clearances 420 Waiakamilo Road, Suite 300A, Honolulu, Hawaii 96817 | DCC Requests | None | HI Sex Offender Registry |
| ID (Idaho) | ID Central Registry Form | IDHW - Criminal History Unit P.O. Box 83720 Boise, Idaho 83720 | Provider Requests | \$20.00 | ID Sex Offender Registry |
| IL (Illinois) | IL Form CFS-689 * *Employee completes form, then provider e-mails to CHFSDCCNBCP@ky.gov | E-mail to: CFS689Background@illinois.gov OR Mail to: Department of Children and Family Services 406 E. Monroe – Station #30 Springfield, Illinois 62701 | Employee fills out form; DCC will request | None | IL Sex Offender Registry |
| IN (Indiana) | IN State Form 52802* *Employee completes Section A, Lines 1 and 2 & all of Section B. Provider e-mails to CHFSDCCNBCP@ky.gov | Email DCC the completed form at CHFSDCCNBCP@ky.gov to request an IN check DCC will e-mail to: Dcspublic.Recordsrequest@dcs.IN.gov | Employee fills out form; DCC will request | None | IN Sex Offender Registry |
| IA (Iowa) | IA 470-3301 Form | E-mail to: dhsabuserregistry@dhs.state.ia.us Fax: 515-5644112 Mail to: Iowa Dept. of Human Services Central Abuse Registry P.O. Box 4826 Des Moines, IA 50305 | Provider Requests | None | IA Sex Offender Registry |

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| KS (Kansas) | KS OBI 1011 Form * *Employee completes Applicant section, then provider can submit (with \$10 fee) OR form can be e-mailed to DCC at CHFSDCCNBCP@ky.gov KS CAN Central Registry Additional Information | Providers email form to: DCF.CentralRegistry@ks.gov OR Email form to DCC at CHFSDCCNBCP@ky.gov to submit | DCC or Provider Requests | None if submitted through DCC; \$10.00 | KS Sex Offender Registry |
| KY (Kentucky) | KY DCC-374 | Division of Child Care 275 East Main St., 3C-F Frankfort KY, 40621 | Provider Requests | \$10.00 | KY Sex Offender Registry |
| LA (Louisiana) | LA Online Submission | Online Submission for Provider | Provider Requests | \$25.00 | LA Sex Offender Registry |
| ME (Maine) | Email DCC to receive Maine request form at: CHFSDCCNBCP@ky.gov | DCC must request, please email CHFSDCCNBCP@ky.gov for request | DCC Requests | \$15.00 | ME Sex Offender Registry |
| MD (Maryland) | MD DHR 1279A Additional Instructions for MD Clearance Request | Maryland Department of Human Services Social Services Administration In-Home Services 311 W. Saratoga Street, Room 553 Baltimore, MD 21201 | Provider Requests | None | MD Sex Offender Registry |
| MA (Massachusetts) | MA Adam Walsh Clearance Form | Massachusetts Department of Children and Families Background Record Check Unit 600 Washington Street Boston, MA 02111 | Provider Requests | None | MA Sex Offender Registry |
| MI (Michigan) | MI DHS-1929 Additional Instructions for Michigan CAN Checks | Michigan Department of Health and Human Services Children's Protective Services Program P.O. Box 30037 Lansing, MI 48909 | Provider Requests | None | MI Sex Offender Registry |

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| | | OR fax to: 517-763-0280 | | | |
| MN (Minnesota) | DHS 7125 | Minnesota Dept. of Human Services Office of Inspector General/Background Studies Division P.O. Box 64172 St. Paul, MN 55164-0172. | Provider Requests | \$20.00 | MN Sex Offender Registry |
| MS (Mississippi) | Online Submission -Website | Submit Online (Email is sent to applicant's email address to complete form) | Provider Requests | None | MS Sex Offender Registry |
| MO (Missouri) | MO Online Submission | Submit Online | Provider Requests | \$15.25 | MO Sex Offender Registry |
| MT (Montana) | MT Release of Information for Background Check (DPHHS-CFS) | DPHHS/CFSD-Central Office 301 S. Park Avenue Helena, MT 59601 | Provider Requests | None | MT Sex Offender Registry |
| NE (Nebraska) | Central Registry Check Request Form (CFS-5) Additional Information for NE CA/N Checks | DHHS Accounting P.O. Box 94906 Lincoln, NE 689509 | Provider Requests | \$2.50 | NE Sex Offender Registry |
| NV (Nevada) | http://dcfs.nv.gov/Forms/CentralRegistry/ Scroll to bottom of page to print form: Employer Request for Child Abuse & Neglect Central Registry Information | Mail to: Nevada Division of Child and Family Services, Central Registry 4126 Technology Way, 1st Floor Carson City, NV 89706 OR E-mail to: DCFS-CANS@dcfs.nv.gov | Provider Requests | None | NV Sex Offender Registry |

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|----------------------------|--|--|-------------------|------|--|
| NH (New Hampshire) | NH 2202A | NH Division for Children, Youth, and Families Central Registry, Brown Building – 4th floor 129 Pleasant Street Concord, NH 03301 | Provider Requests | None | NH Sex Offender Registry |
| NJ (New Jersey) | NJ CARI Record Form* *On Page 2, Applicant Type > Other “Child Care Employment” and Guidelines > Other “Child Care Development Block Grant” | Email Preferred: Outofstate.cari@dcf.state.nj.us OR Mail to: Department of Children and Families – Office of Legal Affairs CARI Unit P.O. Box 717 Trenton, NJ 08625-0717 | Provider Requests | None | NJ Sex Offender Registry |
| NM (New Mexico) | Child Care Applicants Living Outside of New Mexico CYFD Abuse and Neglect Authorization | E-mail to: cyfd.bcu@state.nm.us | Provider Requests | None | NM Sex Offender Registry |
| NY (New York) | Authorization for Request for Information on History of Child Abuse & Neglect in NYS | New York State Office of Children and Family Services Statewide Central Register P.O. Box 4480 Albany, N.Y. 12204 | Provider Requests | None | NY Sex Offender Registry |
| NC (North Carolina) | NC Out of State Background Check for Childcare | NC DHHS Criminal Background Check Unit 2201 Mail Service Center Raleigh, NC 27699-2200 | Provider Requests | None | NC Sex Offender Registry |
| ND (North Dakota) | ND SFN 433 | Children and Family Services/CBCU 600 East Boulevard Avenue, Dept. 325 Bismarck, ND 58505 | Provider Requests | None | ND Sex Offender Registry |

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| OH (Ohio) | Submission Instructions | Central Registry on Child Abuse and Neglect Ohio Department of Job and Family Services Office of Families and Children PO Box 183204 Columbus, OH 43218-3204 | Employee Requests | None | OH Sex Offender Registry |
| OK (Oklahoma) | Online Submission OK | Online submission | Provider Requests | None | OK Sex Offender Registry |
| OR (Oregon) | Abuse/Neglect Information Request Form | Email to: adam-walsh.oregon@state.or.us | Provider Requests | None | OR Sex Offender Registry |
| PA (Pennsylvania) | PA Online Submission | Online submission | Provider requests | \$13.00 | PA Sex Offender Registry |
| RI (Rhode Island) | E-mail DCC at chfsdccnbcy@ky.gov with the following information: Name, Date of Birth, Last 4 of SSN, Previous Rhode Island address, and a signed statement of release for RI to run the clearance. | E-mail to: CHFSDCCNBCP@ky.gov DCC must fax request on letterhead to: 401-528-3480 | DCC Requests | None | RI Sex Offender Registry |
| SC (South Carolina) | DSS Form-2924 | Child Care Licensing 2638 Two Notch Road, Suite 217 Columbia, SC 29204 | Provider Requests | \$8.00 | SC Sex Offender Registry |
| SD (South Dakota) (Closed State) | South Dakota Permission to Screen for Reports of Abuse or Neglect | E-mail to: DSSCRS@state.sd.us | Provider Requests | None | SD Sex Offender Registry |

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|---|---|---|-----------------------------|---------|--|
| TN (Tennessee) | Tennessee Form 0741 (upd 9/19) Out of State Instructions* | Provider request along with requested documentation* CPS.Background.Check@tn.gov | Provider emails request | None | TN Sex Offender Registry |
| TX (Texas) | Out of State Central Registry Information *Open Section 3, complete Form 2970 Request for Child Abuse/Neglect Central Registry Check | E-mail to: TXAbuseNeglectBGC@dfps.state.tx.us Mail to: Background Checks TX Abuse Neglect BGC, M/C 121-7 P.O. Box 149030 Austin, TX 78714-9030 | Provider Requests | None | TX Sex Offender Registry |
| UT (Utah) (CLOSED STATE) | Utah Child Abuse Central Registry Request | E-mail to: dcfscentralregistry@utah.gov Mail to: Division of Child and Family Services Attn: Child Abuse Background Screening 195 North 1950 West Salt Lake City, UT 84116 | Provider Requests | None | UT Sex Offender Registry |
| VT (Vermont) | VT Self Registry Check Additional Information for Vermont CA/N Request | DCF-Child Protection Registry HC 1 North Bldg. B 280 State Drive Waterbury, VT 05671-1080 *include self-addressed, stamped envelope | Employee/ Provider Requests | None | VT Sex Offender Registry |
| VA (Virginia) | VA Central Registry Release of Information Form Virginia Central Registry Instructions | Virginia Department of Social Services Office of Background Investigations - Search Unit 801 East Main Street, 6th Floor Richmond, VA 23219-2901 | Provider Requests | \$10.00 | VA Sex Offender Registry |
| WA (Washington) | WA CAN Founded Findings Request From Another State | DCYF ATTN: Fiscal P.O. Box 45710 Olympia WA 98504-5710 | Provider Requests | \$20.00 | WA Sex Offender Registry |

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|---------------------------|--|---|-------------------|---------|---|
| WV (West Virginia) | WV Protective Services Record Check (Nonresident) | Bureau for Children and Families 350 Capitol Street, Room 691 Charleston, WV 25301 | Provider Requests | None | WV Sex Offender Registry |
| WI (Wisconsin) | Request Form 5065 | Email to: CWBckgrdRequests@wisconsin.gov OR Fax to: (608) 226-5521 | Provider Requests | None | Wisconsin Sex Offender Registry |
| WY (Wyoming) | WY Application for Central Registry Screen Additional Central Registry Instructions | Department of Family Services Central Registry 2300 Capitol Ave, 3 rd Floor Cheyenne, WY 82002 | Provider Requests | \$10.00 | WY Sex Offender Registry |