

## REQUEST FOR CHILD ABUSE/NEGLECT CENTRAL REGISTRY CHECK

The Texas Department of Family and Protective Services (FPS) operates a Central Registry that identifies persons whom FPS has found to have abused or neglected children. FPS strives to provide the results of the Central Registry check within 30 days. A person may request a Central Registry check on him or herself by completing, having notarized and submitting this request form to:

**REQUIRED IDENTIFYING INFORMATION ON REQUESTER - The requester must provide all of this information in order for a check to be made:**

First Name	Middle Name	Last Name		
Other names or spellings used (married, maiden, alias, etc.) - First, Middle, Last (continue on back as needed)				
Residence Street Address		City	County	State    Zip Code
Residence Telephone No. (A/C)	Date of Birth	Gender : <input type="checkbox"/> Male - <input type="checkbox"/> Female		SSN
<input type="checkbox"/> Am Indian/AK Native (Hispanic)	<input type="checkbox"/> Am Indian/AK Native (non-Hispanic)	<input type="checkbox"/> Asian/Oriental (Hispanic)	<input type="checkbox"/> Asian/Oriental (non-Hispanic)	
<input type="checkbox"/> Black (Hispanic)	<input type="checkbox"/> Black (non-Hispanic)	<input type="checkbox"/> Black-White (Hispanic)	<input type="checkbox"/> Black-White (non-Hispanic)	
<input type="checkbox"/> Other (Hispanic)	<input type="checkbox"/> Other (non-Hispanic)	<input type="checkbox"/> White (Hispanic)	<input type="checkbox"/> White (non-Hispanic)	
<input type="checkbox"/> Nat Hawaii/Pac is (Hispanic)	<input type="checkbox"/> Nat Hawaii/Pac is (non-Hispanic)	<input type="checkbox"/> Unable to Determine (or, none of the above)		
List other places you have resided (for a minimum of the past 5 years - continue on back as needed)				

<p><b>SEND RESULTS OF CENTRAL REGISTRY CHECK TO:</b></p> <p><input type="checkbox"/> Requester, OR</p> <p><input type="checkbox"/> Designee -</p> <p>Name of Designee:</p> <p>Name of Agency the Designee Represents:</p> <p>Mailing Address of Designee (City, State, Zip):</p>	<p><b>RESULTS OF CENTRAL REGISTRY CHECK:</b></p> <p>FPS returns the results of the Central Registry check to the person or entity and mailing address indicated to the left. The requester is entitled to have the results provided to him or to designate another person or entity to receive it.</p> <p><b><u>NOTICE - NOTICE - NOTICE:</u></b> The requester may not have exhausted all opportunities to contest findings in the Central Registry. Therefore, a requester who designates another person/entity to receive the results of the check is <b><u>hereby provided notice and cautioned</u></b> that if he or she disagrees with any such findings, that he or she may have the right to challenge any such findings, and that he or she is authorizing FPS to release any such findings to a third party prior to or during any challenge to the accuracy of those findings.</p>
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Signature of Requester \_\_\_\_\_ Date of Request \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

[Notary stamp or seal]

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### FORMS INSTRUCTIONS:

Purpose - to provide a form that an individual can use to request a child abuse and neglect records check from the FPS Central Registry of Child Abuse and Neglect.

When to Use - FPS staff can partially complete and generate Form 2970 in order to give it to the requester for completion when a request for a central registry check is received verbally or when a written request not made on Form 2970 does not contain all the information required on Form 2970. A requester does not have to use Form 2970 to make this request but all the required information must be provided and the request must be notarized.

How to Complete - Form 2970 can be accessed from the Smiley face icon, under the APS/CPS Shared Forms menu. Prior to printing the form, staff must enter an address in the first paragraph on the form to indicate where the requester is to send the completed form. Staff may obtain this address from the Regional Director in the region. Staff then print the form and provide it to the requester so that he can complete and submit it.

Responding to Form 2970 When It Is Submitted - Staff designated by the Regional Director review the submitted form for completeness. If not complete and notarized, staff return the form to the requester for completing. If the form is complete and notarized, staff conduct a person search. If the person is found on IMPACT, staff generate, complete as appropriate and print the Central Registry Response from IMPACT. If the person is not found on IMPACT, staff complete and print Form 2972, Child Abuse and Neglect Central Registry Check from the Smiley face icon (under the APS/CPS Shared Forms menu). Staff send the printed form to the requester or his designee.

Retention - Form 2970 and a copy of the response are to be retained three years in administrative files, then destroyed in a manner consistent with observing the confidentiality of case and person information obtained from the central registry checks from IMPACT.

### DETAILED INSTRUCTIONS

Enter the Name and Address of the Person Designated by the Regional Director to Receive Form 2970 - FPS staff enter the name and address of the person designated by the Regional Director to receive Form 2970.

#### Required Identifying Information on Requester:

First, middle, last name - The requester enters his legal name. Note: if the requester does not have a middle name, leave the 'Middle Name' field blank.

Other Names or Spellings Used - First, Middle, Last - The requester enters his married name(s), maiden name, alias(es), name(s) he uses every day, etc., if different from his legal name.

Residence street address, city, county, state, zip code - The requester enters this information on his current primary residence.

Telephone number (A/C) - The requester enters his primary telephone number, including the area code. If none, leave blank.

Date of Birth - The requester enters his birth date.

Gender - The requester checks the box that represents the appropriate gender.

SSN - The requester enters his social security number.

Race/Ethnicity - The requester checks the box that represents his race and ethnicity.

List other places you have resided (for a minimum of the past 5 years) - The requester enters the names of all the cities Texas where he has resided for at least the past 5 years, other than the current primary residence which has been given above. If none, leave blank.

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Send Results of Central Registry Check to: Requester OR Designee - Name of Designee and Agency Designee Represents - At Mailing Address - The requester checks the appropriate box to indicate whether he wants the results of the central registry check sent directly to him or to a designee. If to a designee, the requester enters the name of the designee, the agency the designee represents and the mailing address to which the results of the central registry check are to be sent.

Signature of Requester - The requester signs the form before a notary public.

Date of Request - The requester enters the date he signed the form.

Subscribed and Sworn to Before Me this \_\_\_\_ day of \_\_\_\_\_ - Notary Public - Notary stamp or seal - The notary provides the information and signs and stamps/seals the form.