



Frequently Asked Questions (FAQs)

Requesting a Child Protection Register (CPR) Check in DC

My co-worker gave me a blank copy of an old CPR check request form. Can I submit that form?

No. The forms are updated periodically and old forms should not be used. Requests submitted on old forms may be returned to the requestor without being processed. The latest forms are available online at www.cfsa.dc.gov. The online forms are “fillable” so that you can easily type the information into the form and print out a copy to be notarized and signed.

How long does it take to receive the results of a CPR check?

Requests are processed within 30 business days. Please note: your request may be returned, resulting in a delay, if all questions are not answered completely, accurately and legibly or if the application is not signed and/or notarized. Individuals who need an updated CPR check for employment or re-licensing purposes should ensure that the request is submitted at least 30 business days prior to the expiration of the current CPR check. There is no guarantee that a request will be expedited if it was submitted late.

I don't live in DC, can I email the application?

No. Original applications must be submitted in-person or by mail; no faxed, emailed or scanned applications are accepted.

I am requesting a self-check. My spouse works in DC. Can s/he drop off my application or can I mail it?

No. Self-checks must be requested in person. Individuals are required to present one form of government-issued, non-expired photo identification for example, a Driver's License, State Identification Card, or Passport.

I heard that foster parents don't need to have the form notarized. Is that true?

It depends. The purpose of having forms notarized is to prove you are who you say you are. Because CFSA receives most applications by mail, we cannot verify foster parent identity and we ask for a notary to do that. If the foster parent lives in another jurisdiction and needs to be cleared for a foster care agency in another state, or by a private foster care agency in DC other than CFSA, the form must be notarized. Only kinship caregivers or foster parents in DC, licensed by CFSA, do not need to have the form notarized. Those individuals will be able to prove their identity with the licensing worker directly. The licensing worker will ask to see valid, photo identification and can sign the form to verify identity instead of having it notarized.

I am an employer and the DC Government requires that I obtain a CPR check for my new hires in my childcare center. What kind of “Requestor Type” do I check?

Child care facilities, schools (other than DCPS schools), private foster care agencies, and other private, community-based organizations should select “Non-Government Organization” as the Requestor Type.

I need the CPR check for employment purposes. Can my results be mailed back to me personally?

No. The CPR check results must be mailed or faxed back to the official requester, which would be the employer in this case.

I had a CPR check done for my previous employer. Can I give that one to my new employer?

No. CPR check results may not be transferred from one agency or employer to another. CPR check results are only valid for the original agency or individual that requested it, they cannot be shared.

I need to get a local police clearance and an FBI check along with my CPR check. Does the CPR application cover all kinds of background checks?

No. This application is only for CPR checks in the District of Columbia. Those who need a CPR check for employment purposes must apply separately for the local police and FBI clearances as well as CPR checks for all other jurisdictions where you have lived in the past 18 years.

Do I have to provide my social security number on this form? What if I don't have a social security number, can I still get a background check done without it?

It depends. All applicants who have a social security number must provide it on the form. If the background check is for employment purposes, your application will not be processed without it. If you are applying to be a kinship caregiver and you are not eligible for a social security number, your application may be processed without it.

I didn't always have a permanent address; do I have to list every address for the last 18 years?

Yes, all 18 years should be accounted for. However, it may be difficult to list full addresses in some circumstances, for example if a person was incarcerated, hospitalized, homeless, living in a domestic violence shelter, or in foster care. To the best of your ability, list the address information you recall, but please include at least the city and state.

Is it okay to list a P.O. Box for my address?

It depends. The CPR check results may not be mailed back to a P.O. Box address; a full street address is required. An applicant may list a P.O. Box address as part of the 18 year residency history under limited circumstances, such as when mail was received at a P.O. Box while living in a confidential domestic violence shelter or living out of the country. However, you should also list the city, state and/or country where you actually lived if it is different than the city/state/country where the P.O. Box was located.

If you have further questions about CPR checks, call the Child Protection Register Unit at (202) 727-8885 between 8:30 am and 4:30 pm Monday through Friday.