



CPR Instructions



1. USE THE CORRECT APPLICATION

CFSA updates the CPR application generally once a year. Don't use photocopies or old versions of the form; old forms may not be accepted. Go to <https://cfsa.dc.gov/service/child-protection-register-cpr> to get a copy of the most current application.



2. TYPE THE APPLICATION

The applications are fillable forms that can be downloaded and typed into. The application should be typed, not handwritten. If you must print it and handwrite it, print clearly in block lettering. If the handwriting is not clear, it may be returned, and results will be delayed.



3. ADD THE REQUIRED NUMBER OF YEARS OF ADDRESSES

DC law requires applicants for employment, back-up caregivers, adult household members, and subsidy recipients to provide addresses going back five (5) years. Applicants for foster care or adoption must list District of Columbia addresses since turning age 18, going back no further than 2002.



4. DOUBLE-CHECK THE APPLICATION

Make sure the application is filled out completely – don't leave anything blank. Forms are returned if incomplete, incorrect or the handwriting is not clear. Forms don't have to be notarized, but the applicant must sign it and provide a government-issued photo ID that includes the date of birth.



5. NAME THE FILES CORRECTLY

CFSA tracks applications and IDs by applicant name. It's important that the form and ID are saved with the correct filename format including the submission date, for example:

- **John-Doe-App-09-15-2023.pdf** and **John-Doe-ID-09-15-2023.pdf**

Do not leave spaces or put periods, punctuation or special characters in the file name.



6. SUBMIT THE APPLICATION BEFORE THE PRIOR CLEARANCE EXPIRES

Submit renewal requests 45-60 days prior to the expiration date of the last clearance. Know your renewal period. DC renewal terms are: three (3) years for DC licensed childcare providers, two (2) years for youth workers, one (1) year for adoption, foster care and subsidy recipients, or as otherwise designated by law, regulation or contract terms.



7. SUBMIT THE APPLICATION ONLINE

CFSA no longer accepts mailed, faxed or hand delivered applications. Applications may be scanned or photographed with a cell phone. Submit applications and a copy of a photo-ID by uploading them to a secure portal at <https://cfsa.dc.gov/service/child-protection-register-cpr>.



8. RESULTS ARE PROVIDED TO THE AUTHORIZED REQUESTOR, NOT THE APPLICANT

Applicants must sign the form to give consent for CFSA to release results to the authorized requestor. *CPR check results are not transferrable* and can't be shared from one requester/employer to another. Results of CPR self-checks may not be used for employment purposes. Anyone who provides false information may be subject to fines.



9. RESULTS ARE SENT TO THE REQUESTOR BY ENCRYPTED EMAIL

The encrypted email link will expire in 30 days. **DO NOT RESUBMIT AN APPLICATION IF RESULTS ARE LATE.** Please check the email junk or spam folder if you have not received the results within 14 calendar days for initial requests or 30 calendar days for renewals and self-checks. Then contact the CPR office to check on the status of the results.

For questions, contact the CPR Office at 202-727-8885 or cfsa.cpr@dc.gov. Calls and emails will be responded to within 24 hours or the next business day.