



DC Child Protection Register (CPR) Check Request Instructions

Authorized individuals may request CPR background checks to establish whether an individual has a record of substantiated abuse or neglect of a child. A CPR check is a civil, not criminal, records check. CPR results are NOT part of any national registries and must be checked separately in each jurisdiction where the applicant lived or worked.

This application may be used only to determine if abuse or neglect of a child occurred in the District of Columbia.

- ▶ To request a local police clearance for the District of Columbia, please visit https://mpdc.dc.gov/node/187552.
- ► For information about the Sex Offender Registry, visit: https://mpdc.dc.gov/service/sex-offender-registry.
- ▶ Requests from a state child welfare agency outside of the District of Columbia, for the history of a family previously living in the District of Columbia, may call 202-671-SAFE.



- Get the latest application form online at https://cfsa.dc.gov/service/child-protection-register-cpr.
- Don't make photocopies of forms to be completed; they are updated regularly and old forms may not be accepted.



- Typed forms are preferred. If you fill out the form by hand, use block lettering; if we can't read the handwriting, results may be delayed.
- Fill the form out completely; incomplete forms will delay results.
- Don't leave any blank spaces: write "no middle name" if you don't have one, or if a middle name is an initial only, write "initial only." If the question is not applicable, write "N/A".



- Applicants for employment/volunteering and working in DC must include addresses for the last 5 years.
- Applicants for adoption/foster/kinship care and living in DC must provide addresses from the age of 18.
- Unless otherwise requested, CPR checks are conducted based on the years of residence required by DC law.



- Applicants must sign the form to give consent for CFSA to release results to an authorized requestor.
- Forms must either be notarized; government-issued ID presented CFSA staff; or a color copy of a government-issued ID must be submitted with the application in order to verify the applicant's identity.



- Applications can be submitted in multiple ways: download the fillable PDF application, type it and submit via encrypted email, submit online via secure file upload or submit by mail or hand delivery.
- Applications may be scanned or photographed with a cell phone or digital camera and submitted.
- Get the online submission instructions at https://cfsa.dc.gov/cprsubmit.



- CPR check results are not transferrable and can't be shared from one requester/employer to another.
- Results of CPR self-checks <u>may not</u> be used for employment purposes.
- Anyone who provides incomplete or false information may be subject to fines.



- Submit applications within 30 days of being filled out to make sure the information is up to date.
- Results are returned within 45 days; CFSA will complete most new hire requests within 14 days.
- Results sent by encrypted email will expire after 30 days; don't wait too long to open the email.

MAIL or HAND DELIVERY	Attn: CFSA Child Protection Register Unit 200 I Street SE, 3rd Floor Washington, DC 20003	Applications may be hand delivered between 8:30 am and 4:30 pm Monday through Friday, except holidays			
ELECTRONIC SUBMISSION	Get online submission instructions at https://cfsa.dc.gov/cprsubmit				
QUESTIONS? Contact the CPR unit at 202-727-8885 or CFSA.CPR@DC.GOV, 8:30 AM-4:30 PM Monday through Friday					

DC Child & Family Services Agency | 200 | Street SE, Washington, DC 20003 | 202-442-6100 | Facebook/CFSADC | Twitter@DCCFSA https://cfsa.dc.gov | www.fosterdckids.org | https://dc.mandatedreporter.org



DC Child Protection Register (CPR) Check Request Application

Please type or print clearly in block lettering. Sign, date and notarize where indicated. Double-check to make sure all information is complete. Allow up to 45 calendar days for results to be processed. Expedited requests will be considered on a case-by-case basis. Forms will be returned if incomplete, incorrect, or we can't read your handwriting.

Date Completed [Da	Date Re-submitted		d			Date Received				
WHAT IS THE REASON FOR THIS CHECK?												
Request	☐ Adoption	Adoption		Kinship Care		ICPC Request		st 🗆] Househ	old Member		Back-Up Caregiver
Purpose Custody Visitation			☐ Other:									
WHO IS REC	QUESTING '	THE CHE	CK? (Res	ults ca	nnot be	mai	iled to	a P.O.	Box)			
Requestor	☐ Child Pla	☐ Child Placing Agency			☐ Child Welfare Agency ☐ For m				☐ For n	nyself (persor	nalı	use)
Туре	☐ Court		☐ Other:									
Attention To				Case worker Name (if applicable)								
Organization	ı											
Requestor A (City/State/Zip)												
Requestor Pl	none#			Fax				Email				
Preferred me	ethod for re	ceiving C	PR check	results	□Ма	il	□ Fa	х	☐ Encry	ypted Email		
WHO IS BEI	NG CHECKI	ED?					•		•			
Last Na	ime (include s	suffix if app	olicable)		First Name			Full Middle Name (write "no middle name" if there is none)				
					(write no middle name in there is no				thanc in there is none;			
Pre	ferred Phor	ne Numb	er		Email Address							
		□Home □	□Work □C	ell						1		
Date of Birth (MM/DD/YYYY) Social Security			ity Nun	Number (or USCIS/Alien Registration #)				tration #)		er (on birth certificate)	
	Oth or N	Nome of 11s		1.								
	Othern	vames us	sed (nickna	imes, alia	is, maidei	n nam	ne, previ	ous ma	rried name	, legal name cha	inge	, etc.)
Household Information. List all persons living at the current address with the applicant (including students away at college).												
Name (first name, middle name, last name)					Date of Birth				Relationship to Applicant			
										_		
										1		

_		
App	licant	: Name

RESIDENCY INFORMATION. List all addresses (excluding zip code) and the start and end dates, to the best of your ability. Indicate L, W or M in the first column (L = lived, W = worked, M = received mail).

- ▶ Applicants for employment or volunteer purposes working in DC must include all addresses of residence, employment and where mail was received for the <u>last five (5) years</u>, for example, living on a college campus and receiving mail at parent's home.
- ▶ **Applicants for adoption, foster care, and kinship care** and living in DC must provide addresses for residency, receipt of mail and employment <u>from the age of 18</u>, per Title 29 DCMR Chapter 60 § 6009.1.
 - To calculate the starting date for previous addresses, add 18 years to the date of birth (e.g., If you were born in 1980, add 18 so addresses going back to 1998 must be provided).
 - To help obtain previous addresses, check the credit report bureaus (Equifax, Experian, TransUnion).

Curre	nt Address (include Street #, Apt #, Quadrant if applicable)	City/State/Zip	Start Date (MM/YYYY)
LWM	Previous Address (Include Street # and Apt #)	City/State/Zip	Start – End Dates (MM/YYYY – MM/YYYY)

Applications cannot be processed without the required years of addresses of residence, employment and where mail was received.

APPLICANT CONSENT

knowingly providing incomplete or false informations and services Agency to provide the Requestor the Child Protection Register ("CPR").	tion may be subject to fines. I cons	sent and authorize the D.C. Child and
Applicant Printed Name	Applicant Signature	Date
APPLICANT IDENTITY VERIFICATION The applicant must select one:		
☐ A. I submitted a color copy of a governmen	nt-issued photo identification docu	ment with this application
☐ B. I presented a government-issued photo	identification document in person	to a CFSA employee as noted below
☐ C. I presented a government-issued photo	identification document to a nota	ry public as indicated below
3. By signing below, I confirm that identification	n has been submitted which satisfa	actorily identifies the applicant:
Type of Government-Issued ID		Leave this space blank for Notary seal
Identification #		
CFSA Employee Name (print)		
CFSA Employee Title (print)		
CFSA Employee Signature		
C. Subscribed and affirmed or sworn to me, in r	my presence, on thisd	ay of, 20
Signature of Notary Public:		in the state of,
My commission expires on//		