

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**

Child and Family Services Agency



**Child Protection Register Access Change Request for CFSA Employees Only**

The appropriate deputy director (or designee) must complete this form and submit it to the Child Protection Register (CPR) supervisor on behalf of a CFSA employee needing access to the CPR. This request shall be submitted annually for continued access or upon a position/function change.

<b>Administration Name</b>		<b>Deputy Director Name</b>	
<b>Date of Request</b>		<b>Request Effective By Date</b>	
<b>Name of Employee Needing Access</b>		<b>Title/Position</b>	
<b>Employee Desk Phone</b>		<b>Employee Cell Phone</b>	
<b>Employee Office Number</b>		<b>Employee E-mail Address</b>	
<b>Supervisor Name</b>		<b>Supervisor Phone</b>	
<input type="checkbox"/> <b>Initial Access Request</b>	<input type="checkbox"/> <b>Renewal Request</b>	<input type="checkbox"/> <b>Removal Request</b>	
<b>Briefly state the reason for this request, including the employee's roles and responsibilities and frequency of work related to the Child Protection Register (CPR) or reason for removal.</b>			
<b>Deputy Director Signature</b>			<b>Date</b>

CFSA Child Protection Register Unit | 200 I Street SE, 3<sup>rd</sup> Floor, WDC 20003 | 202-727-8885 | [cfsa.cpr@dc.gov](mailto:cfsa.cpr@dc.gov)

**FOR OFFICAL USE ONLY** (*Please do not write in this section*)

<b>I. CPR Supervisor Decision</b>	<input type="checkbox"/> <b>Approved</b>	<input type="checkbox"/> <b>Denied</b>
<b>CPR Supervisor Comments</b>		
<b>CPR Supervisor Signature</b>	<b>Date</b>	

<b>II. CPR Program Manager Decision</b>	<input type="checkbox"/> <b>Approved</b>	<input type="checkbox"/> <b>Denied</b>
<b>CPR Program Manager Comments</b>		
<b>CPR Program Manager Signature</b>	<b>Date</b>	

<b>III. Employee has completed CPR access training</b>	<input type="checkbox"/> <b>NO</b>	<input type="checkbox"/> <b>YES</b>	<b>Training Date</b>	
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<b>IV. CISA User Activation</b>			
<b>Network User ID</b>	<b>Security Categories Assigned</b>		
<b>ISO Signature</b>	<b>Date</b>		