

Child Protection Register (CPR) Submission Instructions

Effective Wednesday, April 1, 2020, paper applications are not being accepted while DC Government is on telework status. CPR check applications must be submitted electronically.

Please note, there may be delays in receiving results as we transition to the electronic process.



THE NEW APPLICATION

- Visit <https://cfsa.dc.gov/service/child-protection-register-cpr> for the revised applications: one for employment and one for child welfare purposes.
- The applications are fillable forms that can be downloaded and typed into.
- Please do not use any older versions of the application request form.



VERIFICATION OF THE APPLICANT'S IDENTITY

- The applicant must sign the form, either by hand or by electronic signature, to give consent for the background check.
- The notary requirement is relaxed due to the COVID-19 public health emergency.
- In order to verify the applicant's identity, forms must either be notarized or a color copy of a government-issued ID must be submitted with the application.



INCOMPLETE APPLICATIONS

- Applications with incomplete or illegible information will not be processed until the missing information is received.
- Staff will call or email the requestor to get the missing information.
- If the application is not notarized or ID is not submitted, re-send complete application.



SAFE AND SECURE ELECTRONIC SUBMISSION

- Submit completed applications and IDs securely at <https://cfsa.dc.gov/cprsubmit>.
- Please name your application as "firstname_lastname_application_mm-dd-yy.pdf"
- Please name your ID card as "firstname_lastname_ID_mm-dd-yy.pdf" or .docx, .jpg
- On the webpage, enter the requestor's email address and a description of the document(s) to upload (CPR Application or Identification) and click "upload" for each.



HAND DELIVERED OR MAILED APPLICATIONS

- Staff access to the CFSA building is limited due to COVID-19 so we are not accepting paper applications.
- If you mailed an application in late March, it is recommended you submit another copy electronically to prevent delayed results.



RESULT LETTERS

- Results will be provided by encrypted email or e-fax only, no results will be mailed.
- Results for employees of DC Government Agency contractors may be emailed to the Agency point of contact if the employer does not have email or fax access, during the pandemic emergency period only.



FOR QUESTIONS, CONTACT

- Call the CPR Unit main number at [202-727-8885](tel:202-727-8885) or email cfsa.cpr@dc.gov. Calls and emails will be monitored and responded to within 24 hours or the next business day.