



DC CPR Tipsheet

Tips for Naming Your Application and ID Correctly

It's important that the documents are saved with the correct file name format. **Before** you submit an application and ID, make sure you have named them both correctly. Here are the steps to follow:

1. Download the application to your computer (from the CFSA website or link provided by the employer or the assigned social worker)
2. When you download the application, it will have a generic name, such as:

 CPR_Application_Nov2021_General_FINAL.pdf
 CPR_Application_Oct2021_LEARN24.pdf
 DC+Child+Abuse+Form++Instructions+-+2021.pdf

3. Right click on the application to rename it with your name per the required format described below
4. Save or rename your photo ID to include your name also
5. Now you are ready to upload and submit your files!

Submit File(s) to CPR Check Request



Drag and drop files
[Browse your device](#)

Attachment(s):

-  [CPR Check Request Application](#) - 474.1 KB (pdf)
-  [CPR Check Request Tipsheet](#) - 239.1 KB (pdf)

Why does it matter how I name my files? My name is already on the application and photo ID.

CFSA receives thousands of applications each month and we track them by applicant name.

See the **incorrect examples** on the right. If a requestor calls CFSA to check on the status of the application for Jane Doe, and the file does not include the name Jane Doe, we won't be able to find it easily.

Imagine having to open each file, one-by-one, to find the one that belongs to Jane Doe. That's going to take a long time! That search disrupts staff who are processing applications, thereby causing a delay for Jane Doe's results and others too.

Q Jane Doe

All Files > 1 New Hires

-  CPR_Application_Completed-1643047697718.pdf
-  drivers license-1643047697813.jpg
-  CPR_Application_Oct2021_General_FINAL-1642938533870.pdf
-  Scanned Document 3.pdf

So how exactly am I supposed to name my files?

The file should include the applicant's first and last name, the document type (app and/or ID) and the date submitted.

- ▶ firstname-lastname-App-submission-date
- ▶ e.g., Jane-Doe-App-01-14-22

See the **correct examples** on the right. File names are not case-sensitive. Do not put periods, punctuation, or special characters in the file name. Do not leave blank spaces, instead use hyphens or underscores.

-  Andrew_Lloyd_Webber_App-ID_01052022.pdf
-  CHARLIE_BROWN_APP_11-30-2021.pdf
-  CHARLIE_BROWN_ID_11-30-2021.JPEG
-  clark-kent-app-12-23-21.pdf
-  clark-kent-id-12-23-21.jpg
-  Jane-Doe-App-01-14-2022.pdf
-  Jane-Doe-ID-01-14-2022.png
-  lois-lane-app-id-12-29-21.pdf

Questions? Call 202-727-8885 or cfsa.cpr@dc.gov.

Calls and emails will be responded to within 24 hours or the next business day.

Visit <https://cfsa.dc.gov/service/child-protection-register-cpr> for more information.