**UPDATED 7/21/2026**

| STATE | CONTACT INFO | EMAIL | ADDRESS | OWN FORM? | NOTARY? | ORIGINAL SIGNATURE ? | PICT ID? | FEE? | FEE INFO | DCS FORM/ LETTERHEAD REQUIRED? | ACCEPTS 3RD PARTY REQUESTS? | FOR EMPLOYMENT? | PREFERRED TRANSMITTAL | RESPONSE TIME | ADDITIONAL COMMENTS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Alabama** | Jon Perdue<br>Program Manager<br>Phone: (334) 242-9500<br>Fax: (334) 242-0939 | jon.perdue@dhr.alabama.gov<br><br>harold.brown@dhr.alabama.gov | Alabama State Department of Human Resources, Family Services Division<br><br>Attn: Office of Child Protective Services<br>50 Ripley Street<br>Montgomery, AL 36130 | AL FORM<br><br>FORM INSTRUCTIONS | NO | YES | NO | NO | NO | NO | YES | YES | MAIL ONLY | | Additional contacts:<br>Phone: (334) 242-1310<br>Alabama central registry website |
| **Alaska** | Kenneth Saucier<br><br>Phone: (907) 269-4026<br>Fax: (907) 269-4098 | fcs.ocsanccpchecks@alaska.gov | State of Alaska<br>Office of Children's Services<br>APSIN Unit (Adam Walsh checks)<br>4501 Business Park Blvd #26<br>Anchorage, AK 99503 | AK FORM 06-9437 | NO | NO | YES | NO | NO | Should include agencies cover letter or Photo ID of Applicant. Must be signed and include DOB, SSN, and all known aliases. | YES | YES | Email fcs.ocsanccpchecks@alaska.gov | 30 Days | Alaska central registry website |
| **American Samoa** | Le'I Sonny Thompson<br>Commissioner of Police<br>P.O. Box 53<br>Apia, AS 00917<br>Phone: 684-633-1111 | CPS Program Coordinator Omeka "Max" Gaisoa: jezeniahhoo.com | | | | | | | | | | | | | You must e-mail the agency or call, they do not have a website. |
| **Arizona** | Jermaine Moore-Tabron<br>Jermaine.MooreTabron@azdsc.gov<br><br>Abe Vicente<br>602-513-2032<br>Abraham.Vicente@azdcs.gov | DCSCentralRegistry@azdcs.gov | Arizona Department of Child Safety Central Registry P.O. Box 6030, Site Code C010-20<br>Phoenix, AZ 85005-6030 | AZ Form DCS-1083A - employment<br><br>AZ Form CSO-1058A – FC/Adoption (Adam Walsh) | NO | NO | NO | NO | NO | NO | NO | Email DCSCentralRegistry@azdcs.gov | Submit to DCSCentralRegistry@azdcs.gov in PDF form | 10-14 days | Additional contacts:<br>Yvonne Santos<br>Phone: (602) 364-4255<br>Arizona central registry website |
| **Arkansas** | Phone: (501) 682-0405<br><br>Fax: (501) 682-0407 | ARAbuseNeglectRecords@dhs.arkansas.gov | Arkansas Child Maltreatment Central Registry<br>P.O. Box 1437, Slot S 566<br>Little Rock, AR 72203 | AR CENTRAL REGISTRY FORM | YES | YES | NO | YES | $10 | YES<br>Along with notarized authorization form | YES | YES | Fill the online"Registry Check Form" and email | 30 days | Background and Reports Fact Sheet<br><br>Arkansas central registry website |

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| **California** | Phone: (916) 210-4092<br><br>Fax: 916-227-6364 | CACI-Inquiry@doj.ca.gov | California Department of Justice<br>Attn: Bureau of Criminal Information & Analysis CACI<br>P.O. Box 903387<br>Sacramento, CA 94203- 3870 | CA FORM BCIA 4057<br><br>CA Instructions | NO | NO | NO | YES | $15 | NO | NO | NO | Must be type written, please see instructions on the form | 30 days | California central registry website |
| **Colorado** | Shauna Sayer<br>Phone: (303) 866-4694<br><br>Phone: 1-800-799-5876<br>Fax: 303-866-5340 | Background Inquiry Checks: cdec_backgroundinvestigation@state.co.us | Colorado Department of Early Childhood<br>Attn: Criminal Background Check (CBC) 710 S. Ash Street<br>Denver, CO 8024 | CO Form and Instructions | NO | YES | NO | YES | $30 | NO | YES | YES | Form | Online requests-10 days | Colorado central registry website |
| **Connecticut** | Lisa Daymonde<br><br>Email: Lisa.Daymonde@ct.gov | DCF.BackgroundCheck@ct.gov<br><br>bgc.verification@ct.gov | Department of Children and Families<br>Care Line<br>Attn: Background Check Unit<br>505 Hudson Street<br>Hartford, CT 06106 | CT Portal<br><br>Directions for Adam Walsh requests:<br><br>Must be on the Agencies' Letterhead; Must contain the individuals demographic information. (e.g. date of birth, names of children, etc…); Information should be submitted through the CPS Background Check Portal for processing | NO | NO | NO | NO | NO | YES | YES | YES | Completed letters should be faxed to 860-560-7071 emailed: DCF.BackgroundCheck@ct.gov | Avg:1-2 weeks, can take up to 4 weeks | Connecticut central registry website |
| **Delaware** | Beth Kramer<br>Email: beth.kramer@delaware.gov<br>Phone: (302) 739-5884 | beth.kramer@delaware.gov | DSCYF, OCCL Criminal History Unit 1825 Faulkland Road<br>Wilmington, DE 19805<br>Phone: 302-892-4525<br>Fax: 302-633-5191 | Delaware Portal | NO | YES | YES | YES | $14 | NO | NO | YES | Portal | 15 days | Delaware central registry/background check FAQ<br><br>Delaware Portal |

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| **DC** | Phone: 202-442-6100<br><br>202-727-8885 | cfsa@dc.gov | Attn: Child & Family Services Agency Child Protection Register 200 I Street, SE Washington, DC 20003 | DC Form | YES | YES | YES | NO | NO | YES | YES | YES<br>Directions for employment | Email | 30-45 days | FAQ's<br><br>Website |
| **Florida** | Keycee Marshall Phone: (850) 487-6053 | hqw.fs.adamwalsh.requests@myflfamilies.com | Florida Department of Children and Families Office of Child Welfare 1317 Winewood Blvd. Tallahassee, Florida | Adam Walsh Request Form | NO | NO | YES | NO | NO | NO | YES | NO | Email | 7-10 days | Florida website<br>Background Screening Help Desk: 888-352-2849 |
| **Georgia** | Contact: Magda Warner-Hulitt Phone: (404) 463-7287 | georgiaadamwalshcheck@dhs.ga.gov | Child Protective Services Screening 2 Peachtree St. NW, 18 Floor Atlanta Georgia 30303 | Georgia Child Abuse Screening Request Form | NO | YES | YES | NO | NO | YES | YES | YES | Email | 30 days | Out-of-State CPS Registry FAQ's and Links |
| **Guam** | Corrine Buendicho corrine.buendicho@dya.guam.gov<br>Phone: 671-475-2653 or 671-475-2672<br>Fax: 671-477-0500 | https://dphss.guam.gov/contact-us-2/<br><br>Contact: Linda.rodriguez@dphss.guam.gov | Bureau of Social Services Administration Department of Public Health & Social Services 194 Hernan Cortez Avenue Hagatna, Guam 69610 | NO<br>Submit request on letterhead Send requests to: corrine.buendicho@dya.guam.gov | NO | YES | NO | NO | NO | YES | NO | NO | MAIL or EMAIL | 1-2 days | Print request for information on letterhead. Signed release required. |
| **Hawaii** | Phone: 808-832-0609<br><br>Fax: 808-832-0628 | Tonia Mahi 808-832-0609 TMahi@dhs.hawaii.gov<br>Karlyn Kitamori 808-832-5052 kkitamori@dhs.hawaii.gov | Department of Human Services Child Welfare Services Section 420 Waiakamilo Road, Suite 300A Honolulu, Hawaii 96817 | Consent to Release Information Form<br><br>Instructions | NO | YES | YES | YES | NO | NO | NO | NO | Must be mailed | | How to Obtain Hawaii Background Checks<br><br>Hawaii's website |
| **Idaho** | Fernando Castro Email: castrof@dhw.idaho.gov<br>Karla Kinzel Karla.kinzel@dhw.idaho.gov | crimhist@dhw.idaho.gov<br><br>Phone: (208) 332-7990 | Idaho Department of Health & Welfare Criminal History Unit Attn: CWIS P.O. Box 83720 Boise, ID 83720 | Idaho portal instructions | YES | YES | NO | YES | $20 | NO | NO | YES | Criminal History Unit Portal or follow instructions for Mail In | 14 days | Idaho central registry website |

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| **Illinois** | Gayle Hopper Administrator for the Illinois DCFS, State Central Register – Gayle.Hopper@illinois.gov | Meghan Green lead worker for the Production Control Unit – Meghan.Green@illinois.gov DCFS.689Background@illinois.gov | Department of Children and Family Services 406 E. Monroe – Station # 30 Springfield, IL 62701 tel:217-557-0758 | Illinois DCFS PORTAL | NO | YES | NO | NO | NO | NO | YES | YES | Email DCFS.689Background@illinois.gov Fax 217-782-3991 | 3 days | Illinois website DCFS.BCP.ADMIN@illinois.gov |
| **Iowa** | Linda Chagoya Email: DHSAbuseRegistry@dhs.state.ia.us | dhsabuseregistry@dhs.state.ia.us | Central Abuse Registry Iowa DHS P.O. Box 4826 Des Moines, IA 50305 | IA Form 460-0643 | NO | YES | NO | NO | NO | NO | YES | YES | Mail or secure email | 5-10 business days, on average | out of state requests information |
| **Kansas** | Scott Henricks Director of Kansas Background Checks Division Phone: 785-296-3825 | For questions: Scott.Henricks@ks.gov For CPS History checks: DCF.CentralRegistry@ks.gov | DCF Child Abuse/Neglect Central Registry P.O Box 2637 Topeka, KS 66601 Fax: 785-296-8609 | OBI 1011 Form | NO | YES | NO | YES | $10 NO FEE FOR STATE AGENCIES. MARK EXEMPT | YES | YES | NO | Email: DCF.CentralRegistry@ks.gov Fax and Mail also accepted | 48 hr for electronic submissions and 7 days mail in submissions | Kansas central registry website |
| **Kentucky** | Erika Bauford, Administrative Branch Manager | CHFSDCCNBCP@ky.gov Phone: 502-564-3834 Fax: 502 564-9554 | Department for Community Based Services Records Management Section 275 East Main Street, 3E-G Frankfort, KY 40621 | KY Portal Portal tips and instructions | NO | NO | YES | YES | $10 | NO | YES | YES | Use the Portal | 30 days | Kentucky central registry website |
| **Louisiana** | Lori Miller Phone: 225-342-9928 | dcfs.childprotectiveservices.dcfs@la.gov | Louisiana Dept. of Children & Family Services P.O. Box 3318 Baton Rouge, LA 70821 | DCFSCANS | NO | NO | NO | YES | $25 | NO | YES | NO | Must use the CANS system | 10 days | website |
| **Maine** | Phone: (207) 624-7240 FAX: 207-287-5282 | ADAMWALSH.DHHS@maine.gov | Office of Child and Family Services 2 Anthony Ave 11 State House Station Augusta, ME 04333-0011 | Form | NO | NO | NO | YES | $15 | YES | YES | YES | Email ADAMWALSH.DHHS@maine.gov | 5-10 Days | Requests must be submitted by email to: ADAMWALSH.DHHS@maine.gov Instructions for form |

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| **Maryland** | Stephanie Ducote 443-759-0862 | mdcps.clearances1@maryland.gov | Maryland Department of Human Services, 25 S. Charles Street, Room 1143-KK, Baltimore, MD 21201 | YES Maryland Form | YES | YES | NO | NO | NO | NO | YES | YES | Mail | 4-6 weeks | Website |
| **Massachusetts** | Contact: Joy Cochran 617-748-2167 joy.cochran@state.ma.us | Scan/email to: MA.CPS.CHECK@MassMail.State.MA.US Questions: 857-338-3030 | Massachusetts Department of Children & Family Services Background Check Unit 600 Washington St., 6th Floor Boston, MA 02111 FAX: 617-743-9902 Phone: 617-748-2079 | MA Form | YES | YES | YES | NO | NO | YES | YES | YES | Email | 30 Days | Massachusetts Website |
| **Michigan** | Kelly Maltby Department Manager – 517-284-9706 maltbyk2@michigan.gov Ann LaHaine 517-284-9714 Lahainea@michigan.gov | Sarah Gorby Fingerprint Analyst – 517-582-3516 gorbys@michigan.gov MDHHS-OutofStateAgencyCPSRecordsRequest@michigan.gov | Division of Child Welfare Licensing Michigan Department of Health and Human Services 235 S Grand Ave, Suite 1305 PO Box 30650 Lansing, MI 48909 | Follow instructions provided | YES | YES | YES | NO | NO | NO | YES | YES | Email or mail | 10 days | Michigan central registry website |
| **Minnesota** | Lori Steffan: 651-478-8254 Phone: 651-431-6625 | DHSBackgroundStudies@state.mn.us criminal.background.check@state.mn.us | Minnesota Department of Human Services – General/Background Studies Division – PO Box 64172 – St. Paul, MN 55164-0172 | Minnesota Form | NO | YES | NO | YES | $20 | NO | YES | YES | Mail or email | | Minnesota central registry/background check website |
| **Mississippi** | Phone: 601-359-4198 Julie Henderson-601-364-5059 | mscentralregistry@mdcps.ms.gov | Mississippi State Dept. of Health Criminal History Record Check Unit Attn: Julie Henderson 143 B LeFleur's Square Jackson, MS 39211 FAX: 601-364-5056 Phone: 601-364-5059 | Instructions DocuSign link to form | NO | YES | YES | NO | NO | NO | YES | YES | Docu-sign | 30 days | website |

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| **Missouri** | 866-422-6872 | Melody.Yancey@dss.mo.gov<br><br>fcsr@health.mo.gov | Missouri Department of Health and Senior Services Family Care Safety Registry PO Box 570 Jefferson City, MO 65102-0570 | Missouri Portal | NO | YES | NO | YES | $14 - $15.25 | NO | YES | YES | PORTAL | 1-5 days | general FAQ (will not open in IE)<br><br>Missouri Website |
| **Montana** | DPHHS/CFSD ATTN: Records Request Fax: 406-841-2046 | ChildFamilyServicesDiv@mt.gov | Requests can be mailed to: Records Request DPHHS/CFSD P.O. Box 8005 Helena, MT 59604-8005 | Montana Form | YES | YES | NO | NO | NO | NO | YES | YES | Mail or Email | 10 Days | Website |
| **Nebraska** | Phone Number (402) 471-9272 | dhhs.cfscentralregistry@nebraska.gov | Nebraska Department of Health & Human Services Children & Family Services, Policy Unit Attention Central Registry P.O. Box 95026 Lincoln, NE 68509 | No portal | YES | YES | NO | YES | $2.50 | NO | YES | YES | Portal | 3-4 business days | Nebraska central registry website<br><br>Instructions |
| **Nevada** | Contact: Bruce Cole Phone: (775) 684-7941 | DCFS-CANS@dcfs.nv.gov | Nevada Division of Child & Family Services Attn: Nevada Central Registry 4126 Technology Way, 3rd Floor Carson City, NV 89706 | YES<br><br>FORM | YES | YES | NO | NO | NO | NO | YES | YES | EMAIL | 15 Days | Nevada central registry website |
| **New Hampshire** | Phone: (603) 271-8383 Fax: (603) 271-4729 Susan Hallett-Cook | N/A | NHDCYF Central Registry 129 Pleasant Street Concord, NH 03301 | New Hampshire Form | YES | YES | NO | NO | NO | NO | YES | YES | MAIL | | |
| **New Jersey** | Phone: (609) 888-7711 CARI Unit: (855) 744-4913 Judith Williams | N/A | Department of Children & Families Attn: Office of Licensing/CARI Unit P.O. Box 717 Trenton, NJ 08625-0717 | FORM<br><br>New Jersey Portal | NO | NO | NO | NO | NO | NO | YES | YES | THROUGH PORTAL or FORM | 45 days | Tutorials for the Portal |

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| **New Mexico** | CRC Unit at (505) 827-8400 or Loretta Perea 800-610-7610 | CYFD.PSCriminalReco@state.nm.us. | Office needs the original signed and notarized form mailed to: PO Drawer 5619 Santa Fe, New Mexico 87502 E-mail: **ececd.bcu@ececd.nm.gov** Phone: (505) 827-9910 | NM FORM | YES | YES | NO | NO | NO | NO | NO | YES | Temporarily by email- please see announcement | 1-3 days | New Mexico central registry website |
| **New York** | Roberta Frederick Phone: (800) 342-3720 | ocfs.sm.conn_app@ocfs.state.ny.us | Office of Children & Family Services New York State Central Register P.O. Box 4480 Albany, NY 12204 | NO, use portal<br><br>New York Portal | NO | NO | NO | NO | NO | NO | NO | YES | PORTAL | 4-8 WEEKS | New York central registry website |
| **North Carolina** | Tina (828) 232-3172 main line (828) 232-3160 | | DHHS Criminal Record Check Unit/Child Care Team 2201 Mail Service Center Raleigh, NC 27699-2201 Also for more info: 828-232-3160 | North Carolina Form<br><br>Email form to NC.CW.RILCHECKS@DHHS.NC.GOV | NO | NO | NO | NO | NO | NO | YES | YES | EMAIL | 15 Days | North Carolina website |
| **North Dakota** | Jen Grabar at jjgrabar@nd.gov or faxed to her attn at 701-328-3538. Her direct line is 701- 328-1863 | Jen Grabar at jjgrabar@nd.gov<br><br>Tara Reed dhscfscbc@nd.gov | Children & Family Services Attn: CBCU 600 E. Boulevard Ave, Dept. 325 Bismarck, ND 58505-0250 | North Dakota Form | NO | YES | NO | NO | NO | NO | NO | NO | MAIL OR EMAIL | 30 DAYS | North Dakota background check website |
| **Ohio** | Denielle Ell-Rittinger 614-752-1143 Denielle.Ell-Rittinger@jfs.ohio.gov | SACWIS_Registry_Request@jfs.ohio.gov<br><br>OSAPSRequest@jfs.ohio.gov | Ohio Dept. of Job & Family Services Attn: SACWIS Registry Search Request P.O. Box 183204 Columbus, OH 43218-3204 | Ohio SACWIS | NO | YES | YES | NO | NO | NO | YES | YES | SACWIS Portal | Typically 10 days but granted 30 days | SACWIS Portal<br><br>SACWIS power point instructions FAQ's MUST provide a signed disclosure and SS card copy |

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| **Oklahoma** | Laurie Morris<br>Phone: (405) 325-2481<br><br>Fax: (405) 669-9252 | caniscps@okdhs.org<br><br>OBICC@okdhs.org<br><br>Central Case Registry email: OCSS.Contact.CCR@okdhs.org | Oklahoma Child Support<br>Centralized Registry<br>PO Box 268809<br>Oklahoma City, OK 73126-8809 | Website link with the form and instructions | NO | NO | NO | NO | NO | NO | NO | NO | See additional comments EMAIL OR FAX | 72 hours | Preferred and most expeditious method of request is via email at: caniscps@okdhs.org<br><br>Other accepted method of request is by Fax at (405) 669-9252 |
| **Oregon** | Phone: (503) 378-5470<br><br>Fax: (503) 378-6314 | adam-walsh.oregon@dhsoha.state.or.us | Oregon Department of Human Services<br>Background Check Unit<br>PO Box 14870<br>Salem, OR 97309-5066 | Oregon Form | NO | YES | NO | NO | $35 | NO | YES | YES | PORTAL | 1-2 days | Website |
| **Pennsylvania** | Tracey Isom<br>800-932-0313<br>tlsom@state.pa.us<br>Phone: (717) 783-6211 | RA-PWCHILDLINEOOS@pa.gov | PA Department of Human Services<br>Attn: ChildLine and Abuse Registry<br>P.O. Box 8170<br>Harrisburg, PA 17105-8170 | Portal | NO | NO | NO | YES | $13 | NO | YES | YES | FORM or PORTAL | 30 days | Pennsylvania central registry website |
| **Puerto Rico** | Lisa M. Agosto Carrasquillo<br>lmagosto@familia.pr.gov<br>Phone: (787) 625-4900 x1720 | Damaris Medina<br>DMedina@familia.pr.gov | Directora Centro Estatal PO Box 194090<br>San Juan, PR 00919<br>Phone: 787-625-4900 | No contact Lisa Agosto Carrasquillo or Melissa Viana-Salas 787-625-4900, ext. 1728 or ejrivera@adfan.pr.gov | NO | NO | NO | NO | NO | NO | NO | NO | EMAIL | 30 days | Puerto Rico central registry website |
| **Rhode Island** | Natasha House<br>Natasha.House@dcyf.ri.gov | Janice.mitchell@dcyf.ri.gov | Department of Children, Youth, and Families<br>Attn: Record Center 2nd Floor<br>101 Friendship Street<br>Providence, RI 02903 | Rhode Island form | NO | NO | NO | NO | $10- State agencies don't pay a fee, email Natasha House | YES | NO | YES | EMAIL<br>MAIL<br>FAX | 3-5 business days | Website |

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| **South Carolina** | CWSRecordsRequest@dss.sc.gov<br>Phone: (803) 898-7318<br>Fax: (803) 898-7641 | Contact: Portia T. Hawkins<br>portia.hawkins@dss.sc.gov<br>or<br>Louise Cooper<br>louise.cooper@dss.sc.gov | South Carolina Dept. of Social Services<br>Attn: Central Registry<br>1535 Confederate Ave.<br>P.O. Box 1520<br>Columbia, SC 29202-1520 | SC Form | YES | NO | NO | YES | $8 | NO | YES | YES | MAIL | | Website |
| **South Dakota** | Sara Sheppick<br>Phone: (605) 773-3227<br>Fax: (605) 773-683 | Nicole LeBeau<br>nicole.lebeau@state.sd.us<br><br>DSSCRS@state.sd.us | DSS - Division of Child Protection<br>Attn: Sara Sheppick – Central Registry<br>700 Governors Drive<br>Pierre, SD 57501-2291 | SD FORM | YES | YES | NO | NO | NO | YES | NO | NO | EMAIL | 24-48 hours | South Dakota central registry FAQ |
| **Tennessee** | Larry Phillips<br>Phone: (615) 532-9856 | EI_DCS_CPS_CentralRegistryCheck@tn.gov | Tennessee Dept. of Children's Services<br>Attn: UBS Tower, 7th Floor (Due Process Procedure)<br>315 Deaderick Street<br>Nashville, TN 37243 | TN FORM<br><br>Find full instructions on the website | NO | NO | NO | NO | NO | YES | NO | NO | EMAIL | 24 hours | Tennessee central registry website |
| **Texas** | Centralized Background Check Unit<br>800-645-7549<br>TXAbuseNeglectBGC@dfps.state.tx.us<br><br>Phone: (800) 645-7549<br>Fax: (512) 339-5829 | Email:<br>TXAbuseNeglectBGC@dfps.state.tx.us | CBCU TX Abuse Neglect BGC, M/C 121-7 PO Box 149030<br>Austin, TX 78714 | TX PORTAL<br><br>Instructions (updated 2/27/25) | YES | YES | NO | NO | NO | NO | YES | YES | FAX or EMAIL | 90-95 days | Texas central registry website |

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| **Utah** | Nora Wilson<br>801-538-4466<br>norawilson@utah.gov<br>Phone: (801) 538-4466<br>Fax: (801) 538-3993 | Cherri Joy<br>dcfscentralregistry@utah.gov<br><br>dcfs_grama@utah.gov | Division of Child & Family Services<br>Attn: Child Abuse Background Screening<br>195 North 1950 West<br>Salt Lake City, UT 81116 | NO<br><br>Complete a request for records on your state's letterhead. State that the purpose is for a current investigation. Include the children's and parent's names and dates of birth. Email the information to dcfs_grama@utah.gov along with a copy of your work badge or a business card. | NO | YES | YES | NO | NO | NO | YES | YES | EMAIL | 15 days | Utah central registry website |
| **Vermont** | Phone:(802) 241-6474<br><br>Fax:(802) 241-3301 | JoAnn Berno<br>JoAnn.Berno@vermont.gov | Vermont Department for Children & Families<br>Residential Licensing & Special Investigations<br>280 State Drive HC1 N., Bldg. B Waterbury, VT, 05671-1030 | Vermont Form | YES | YES | NO | NO | NO | NO | YES | YES | MAIL ONLY | 25 DAYS | Website |
| **Virgin Islands** | Phone: (340) 473-5794<br>Fax: (340) 774-0082 | Carla Benjamin<br>carla.benjamin@gmail.com<br><br>vicanregistrycheck@dhs.vi.gov | Department of Human Services Children & Family Services 1303 Hospital Ground Knud Hansen Complex Building A St. Thomas, VI 00802 | NO<br>Email a request on letterhead to: Natalie.lewis@dhs.vi.gov | NO | NO | NO | NO | NO | YES | NO | NO | EMAIL | | Request on Agency Letterhead (including name, any maiden name or alias, date of birth, and Virgin Island address. |

**UPDATED 7/21/2026**

| STATE | CONTACT INFO | EMAIL | ADDRESS | OWN FORM? | NOTARY? | ORIGINAL SIGNATURE ? | PICT ID? | FEE? | FEE INFO | DCS FORM/ LETTERHEAD REQUIRED? | ACCEPTS 3RD PARTY REQUESTS? | FOR EMPLOYMENT? | PREFERRED TRANSMITTAL | RESPONSE TIME | ADDITIONAL COMMENTS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Virginia** | Phone: (804) 726-7099<br><br>Fax: (804) 726-7897<br><br>Kristen Eckstein | crs_operations@dss.virginia.gov | Virginia Dept. of Social Services Office of Background Investigations<br>Attn: Central Registry Search Unit<br>801 East Main Street, 6th Floor<br>Richmond, VA 23219-2901 | VI Portal | YES | YES | NO | YES | $10 | NO | YES | YES | PORTAL | 10 days | Virginia central registry website |
| **Washington** | Phone: 206-341-7938<br><br>Fax: (206) 341-7930 | Lucy McCornell<br><br>CANhistorychecks@dcyf.wa.gov | D.C.Y.F. (Department of Children, Youth, and Families)<br>Attn: FISCAL<br>P.O. Box 40970<br>Olympia, WA 98504-0970 | WA Portal<br><br>WA FORM | NO | YES | NO | YES | $20 | NO | YES | YES | PORTAL<br>OR<br>EMAIL, FAX, AND MAIL | 1-10 days | Website |
| **West Virginia** | Phone: (304) 558-4408<br><br>Fax: (304) 558-5354 | Christina Bertelli Coleman<br>Chrsitina.M.BertelliColeman@wv.gov | Bureau of Children and Families 350 Capitol Street, RM 691<br>Charleston, WV 25301 | WVA FORM | NO | YES | NO | NO | NO | NO | YES | YES | MAIL | | |
| **Wisconsin** | Fax: (608) 226-5521 | CWBckgrdRequests@wisconsin.gov | Department of Children and Families<br>Attn: Division of Safety and Permanence<br>201 E. Washington Street<br>Madison, WI 53703 | WI FORMS | NO | YES | NO | NO | NO | NO | YES | NO | EMAIL OR FAX | 10 DAYS | Website |
| **Wyoming** | Stephanie Knowles<br>(307) 777-5894<br>stephanie.knowles@wyo.gov | DFS-CRSTATES@WYO.GOV<br>Heidi Teasley<br>(307) 777-8538<br>heidi.teasley@wyo.gov | Department of Family Services<br>Attn: Central Registry<br>2300 Capitol Ave. 3RD Floor<br>Cheyenne, WY 82002 | WY FORMS | NO | YES | NO | NO | NO | NO | YES | YES | MAIL ONLY | 7-10 BUSINESS DAYS | Website |