

Out of State Child Abuse and Neglect Searches for Child Day Program

Anyone who has lived in another state in the past five years is required to request a check of the child abuse and neglect registry for **each** state they have lived in the past five years.

- Applicants and agents for licensure, approval, and registration must request an out of state check when they initially apply for a license, approval, or registration.
- Employees, volunteers, and household members need to request an out of state check within 30 days of hire, beginning volunteer service, or becoming a resident.

If you are required to have a background check and have lived in another state in the past five years, you must request a search of the child abuse and neglect registry for each state lived in.

How to find the State Contact list

From the DSS/Child Care/Background Investigations webpage: select the **Other States - Request for Search of the CPS Central Registry**

That link will take you to the **Child Care Subsidy Criminal Background Check Contact List**. This list includes contact information and a brief description of who to contact for Criminal Background Checks and Child Abuse and Neglect registry checks. The Child Abuse and Neglect registry checks are in the third column. See below for an example.

State	Criminal Background Checks	Child Abuse and Neglect	Fingerprints	Website to initiate	CCDF Lead Agency Website
AL	Alabama Criminal Justice Information Center 201 South Union Street, Suite 300 Montgomery, AL 36130	State Department of Human Resources Office of Child Protective Services CA/N Central Registry 50 Ripley Street Montgomery, AL 36130 http://dhr.alabama.gov/services/Child_Protective_Services/form1598.pdf	http://www.myfbireport.com/locations/law Enforcement/AL.php	http://dhr.alabama.gov/quicklinks/Criminal_History.aspx	www.dhr.alabama.gov

Find the state(s) you lived in the past five years

Make sure to read and follow the instructions because each state has a different way to request a search. Some states have a specific form that must be filled out. Other states require a letter requesting the information. Some states have fees and others do not. The way requests are received also varies from state to state. Some states only accept emails. Other states only accept mailed requests. **Make sure to read and follow the instructions.** If you have questions, use the contact information in the Child Abuse and Neglect column for the state you lived in.

Evidence of the request

Licensing inspectors will be looking for evidence during inspections that the out of state request of a search of the child abuse and neglect registry has been sent. If results are not received within 45 days, you must follow up with the state.

Evidence may include:

- Copy of a letter, email, or fax sent requesting a search
- Copy of the state's form used to request a search
- Any response received from another state confirming receipt of the request
- Copy of a letter, email, or fax sent to follow up on a search request
- Copy of the state's decision not to search or not to release results

What if I have lived in another country in the past five years?

The out of state requirement does not apply to other countries.

What is a state won't conduct a search for me?

We are aware there are challenges with some states providing search results for the child abuse and neglect registry. Some states will only provide search results to another state agency. Some states will only provide search results for foster or adoptive parents.

VDSS does not request searches in other states for individuals.

For states that clearly indicate they do not provide search results for child care programs, you are allowed to print off a screen shot of the limitation from the state's website and keep it as documentation. You are also allowed to keep an email or letter from a state indicating they will not search or will not release the results as documentation of the request to search.