



The Commonwealth of Massachusetts
 Executive Office of Health and Human Services
 Department of Children and Families
 600 Washington Street, 6th Floor
 Boston, MA 02111

www.mass.gov/DCF

CHARLES D. BAKER
 Governor

MARYLOU SUDDERS
 Secretary

KARYN E. POLITO
 Lieutenant Governor

LINDA S. SPEARS
 Commissioner

Adam Walsh/ Child Protective Service (CPS) Background Record Request Form

The 2006 Adam Walsh Act allows private and public organizations to request a search of the Massachusetts Department of Children and Families (Department) Central registry to determine if the named individual below has any substantiated report of child abuse and/or neglect within the Commonwealth of Massachusetts. The CPS central registry check does not include unsubstantiated reports, Criminal Offender Record Information (CORI) or Sexual Offender Registry Information (SORI). Public and private organizations are responsible to follow their respective procedures for obtaining such information.

I, _____, understand that the Department will review information contained within its Central Registry of Child Abuse/Neglect. I authorize the Department to provide such information to the agency/organization named below. I further certify that the information below is correct to the best of my knowledge.

 APPLICANT SIGNATURE

 DATE

APPLICANT/EMPLOYEE INFORMATION (PLEASE PRINT)

Office of Licensing & Accreditation - Kyli Klinger, P.A.I - 910 E Sioux Ave Pierre, SD 57501

 AGENCY / ORGANIZATION NAME AND ADDRESS

 LAST NAME

 FIRST NAME

 MIDDLE NAME

 MAIDEN NAME OR ALIAS (IF APPLICABLE)

 DATE OF BIRTH

 PLACE OF BIRTH

 LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER

 MOTHER'S MAIDEN NAME

All requests must be notarized, excluding Law enforcement Agencies /Sherriff Departments and State Child Welfare Agencies. All organizations and individuals can either email, fax or mail requests.

Scan/email to: MA.CPS.CHECK@MassMail.State.MA.US
 Mail to: Massachusetts Department of Children and Families
 Attn: Background Record Check Unit
 2 Boylston Street, 5th Floor
 Boston MA 02111
 Fax to: 617-748-2441
 Questions: 857-338-3030

Official Use ONLY:

Substantiated Report(s) has (have) been located in Massachusetts involving the above named individual.

Please contact _____ for further information.

No Record has been Found in this state involving the above named individual

 Title of Person Completing Registry Check

 Signature

 Date