

The Commonwealth of Massachusetts Executive Office of Health and Human Services Department of Children and Families Office of the General Counsel Background Record Check Unit

Background Record Check Unit 2 Boylston Street, 5th floor Boston, MA 02111

Department Central Registry Record Requests

Information and Instructions:

An individual may allow potential or current employers, professional licensing entities and others to access their Massachusetts Department of Children and Families (Department) records by requesting a check of the Department's Central Registry.

The Department's Central Registry check will show whether an individual has any supported report(s) of child abuse and/or neglect within Massachusetts. The Department's Central Registry check <u>does not include</u> unsupported reports, reports with a finding of substantiated concern, or reports where the named individual was reported as an alleged victim of child abuse and/or neglect.

To request a Central Registry check, the individual must fill out the "Applicant/Employee" sections on page 1 of the form, including providing a signature to consent to sharing the results of the Central Registry check with the organization or person that is requesting it. As part of this consent, the applicant's/employee's identity must be verified by a staff member of the requestor and that staff member must sign the certification on page 2.

<u>Please note</u>: State child welfare agencies and/or law enforcement agencies may request a check of the Department's Central Registry by submitting the request from an official government email address or by mailing or faxing a written signed request on the agency's official letterhead using the contact information below.

Completed requests may be submitted by email, fax or mail to:

Scan/email: MA.CPS.CHECK@Mass.Gov

Mail: Massachusetts Department of Children and Families Attn: Background Record Check Unit 2 Boylston Street, 5th Floor Boston MA 02111

Fax: 857-338-3045

For questions, please contact the Department of Children and Families Background Record Check Unit at 857-338-3030.

The Commonwealth of Massachusetts Executive Office of Health and Human Services Department of Children and Families Office of the General Counsel Background Record Check Unit		
Purpose:	nt 🗆 Licensing 🗆 Other (Please Explain):	
Requestor Information:		
Requestor Name		
Requestor Address		
Contact Person Name (if	different from above) Phone Number	Email Address
Applicant/Employee Info	rmation:	
Last Name	First Name	Middle Name
Date of Birth	Place of Birth	Last 4 Digits of Social Security Number
Mother's Maiden Name	Applicant/Employee Phone Number	Applicant/Employee Email Address
All Prior First, Middle, Last Names or Nicknames Used:		
Current Home Address and Any Prior Addresses in the Past 5 Years:		
Street Address		City, State and Zip Code
Street Address		City, State and Zip Code
Street Address		City, State and Zip Code
Street Address		City, State and Zip Code

Applicant/Employee Consent:

_____, (Applicant/Employee Name) authorize the Department of I. Children and Families to:

- search its Central Registry of Child Abuse/Neglect to determine if there are any supported reports of child abuse and/or neglect involving me and inform the requestor of the result; and
- if there are any supported reports involving me, provide copies of the reports to the requestor. •

I certify that the information above is correct.

Signature

Date

Requestor Certification:

I, _ ____, (Name of Staff Member/Requestor), certify that the applicant/employee named on page 1 has provided proof of their identity and that the applicant/employee information above is correct to the best of my knowledge based on the proof of identity provided.

I understand that the Department will search its Central Registry based on the information provided by the applicant/employee and that search results will be limited to exact matches to the provided information.

I request that the results of this Central Registry Check are returned by: \Box Secure Email or \Box Mail

Staff Signature

Department of Children and Families Official Use Only:

□ Supported Report(s) have been found in Massachusetts involving the above-named individual based on an exact match of the information provided on the request form. Copies of all supported reports are attached.

□ No Record of supported reports has been found in Massachusetts involving the above-named individual.

Signature

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Date

Date