

**APPLICATION FOR CHILD & ADULT ABUSE/NEGLECT CENTRAL REGISTRY SCREEN**

Background checks on volunteers, prospective employees, or an employee who has or may have unsupervised access to minors or vulnerable adults may be screened. Note: According to W.S. 14-3-214, "the applicant shall use the information received only for screening prospective employees and volunteers."

**Instructions:**

- 1) Complete page one and page two of this form **in ink** ensuring the Authorization of Release of Information is signed and dated by the person being screened.
- 2) Verify SSN and DOB with a driver's license or other means of identification and obtain a copy **for your records**.
- 3) Authorization is only valid for sixty (60) days from the date signed.
- 4) **Only applications with original signatures will be accepted. Electronic signatures, scanned or faxed copies are not accepted.**
- 5) The SS-26 Form will be returned to the DFS Field Office requesting the screen when complete.
- 6) Areas marked by an asterisks, \*, are required fields.

Mail application to:

**Department of Family Services**  
**Central Registry**  
**2300 Capitol Ave, 3<sup>rd</sup> Floor**  
**Cheyenne, WY 82002**

**To be Completed by the DFS Field Office (Print clearly)**

Name of person being screened: \_\_\_\_\_

\*City of Field Office requesting check:           Cheyenne          

\*Contact person for Field Office:           Ro Jean Haug          

\*Phone: (307) 777-5198

Reason for screen:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Child Care Subsidy Program | <input type="checkbox"/> Foster Care/Adoption |
| <input type="checkbox"/> Home Study                            | <input type="checkbox"/> ICPC/ICJ             |
| <input type="checkbox"/> 24 Hour Substitute Care Certification |   |

**For Central Registry Use only**

Date Completed \_\_\_\_\_ Reference Number           - 0104          

Check Number \_\_\_\_\_ Money Order Number \_\_\_\_\_

Person being screened listed on the DFS Abuse/Neglect Central Registry? YES  NO

Central Registry Specialist initials \_\_\_\_\_ DB \_\_\_\_\_

**AUTHORIZATION OF RELEASE OF CHILD & ADULT ABUSE/NEGLECT CENTRAL REGISTRY INFORMATION**

**To Be Completed by Person Being Screened (Please type or print legibly in ink.)**

I hereby authorize the Wyoming Department of Family Services to conduct a Wyoming Central Registry Record Search to check for abuse, neglect and exploitation of children or vulnerable adults. I agree to provide the following information and any other information needed to initiate the background check. I understand that any falsification of information or substantiated abuse or neglect activities may be the grounds for termination of employment.

\***Full** Legal Name \_\_\_\_\_

\*Maiden Name \_\_\_\_\_

\*Former Married Names \_\_\_\_\_

\*Aliases \_\_\_\_\_

\*Social Security Number \_\_\_\_\_ \*Date of Birth \_\_\_\_\_

Ethnicity

Caucasian  
 Hispanic  
 Black

Native American  
 Asian  
 Other \_\_\_\_\_

Gender: Male  Female

\*Current Address \_\_\_\_\_

\*City \_\_\_\_\_ \*State \_\_\_\_\_ \*Zip \_\_\_\_\_ \*Phone \_\_\_\_\_

\*List All Addresses for the past ten (5) years

\_\_\_\_\_  
\_\_\_\_\_

“Voluntarily” List Names of Your Children (This information assures accuracy of the screen)

\_\_\_\_\_  
\_\_\_\_\_

In the course of my duties, I will have unsupervised access to

Children \_\_\_\_\_ Adults \_\_\_\_\_ Both Children and Adults \_\_\_\_\_

I hereby authorize the results of this check be provided to the Organization/Agency identified on Page 1 of this form. If this application is being made as a requirement of a child placing agency, therapeutic foster care, and/or an adoption agency, I hereby authorize the requesting agency to provide the results of this check to the Department of Family Services. If you do not agree to electronic submission of results to the email address listed on page 1 please opt out by initialing here. \_\_\_\_\_

\_\_\_\_\_  
**\*Signature of Person Being Screened**

\_\_\_\_\_  
**\*Date Valid for 60 Days**

\*Pursuant to W.S. 14-3-214(f) and W.S. 35-20-116(a), any applicant receiving a report that a prospective employee/volunteer is “under investigation”, shall be notified of the final determination of that investigation. A second screen result will be sent to the Organization/Agency on Page 1 when a final determination is made in these cases.