

## APPLICATION FOR CHILD ABUSE/NEGLECT AND ADULT CENTRAL REGISTRY SCREENS AND WYOMING CRIMINAL HISTORY RECORD PREScreens

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:** Complete page one and page two of this form with signatures and dates, ensuring the Authorization of Release of Information is signed and dated by the person being screened. Mail this application form to the Department of Family Services, Early Childhood Division, 2300 Capitol Ave, 3<sup>rd</sup> Floor, Cheyenne, WY 82002. AUTHORIZATION IS ONLY VALID FOR THIRTY (30) DAYS FROM THE DATE SIGNED. A ten dollar (\$10) fee is required for each individual screened. The requesting organization shall include a check or money order, payable to the State of Wyoming, in the amount of \$10 multiplied by the number of screens requested. If the organization pays with a check, it should use a check drawn on its account. **Do not send cash.** Submit a self-addressed envelope with the request. For accuracy purposes, please attach a typed list of the names, dates of birth and social security numbers, for all individuals being screened, with your request. Incomplete forms and requests not accompanied by a check or money order and self-addressed envelope will be returned unprocessed. Only applications with original signatures will be accepted. Copy of SS-26 Form will be returned to Applicant within ten (10) days of receipt

Note: Central Registry screens and Criminal History Record pre-screens are specific to the State of Wyoming.

Note to requesting Organization/Facility: For adult protection screens, you may also consider checking the Board of Nursing and Office of Health Licensing and Survey registries

### To be Completed by Organization/Facility (Print clearly)

Name of person being screened _____	
Contact Person for organization/agency requesting check _____	
Name of facility/organization/agency requesting check _____	
Address of facility/organization/agency _____	
City _____	State _____ Zip _____
Phone ( ____ ) _____	Fax ( ____ ) _____
Purpose of Screening (Department of Family Services and Child Care Facilities ONLY)	
<input type="checkbox"/> Child Care Subsidy Program	<input type="checkbox"/> Adoption
<input type="checkbox"/> Child Care Licensing	<input type="checkbox"/> Foster Care
<input type="checkbox"/> 24 Hour Substitute Care Certification	<input type="checkbox"/> DFS Employment
<input type="checkbox"/> Other _____	
APPLICANT: Please verify SSN and DOB with a driver's license or other means of identification and obtain a copy.	

### For DFS Office Use only

Date Completed _____	Reference Number _____
Check Number _____	Money Order Number _____
Person being screened listed on the DFS Abuse/Neglect Central Registry?	YES <input type="checkbox"/> NO <input type="checkbox"/>
DCI pre-screen criminal history present for person being screened?	
<input type="checkbox"/> YES	You may consider having a complete criminal history background check. Instructions for requesting a DCI criminal history records check enclosed.
<input type="checkbox"/> NO	No disqualifying information.
Central Registry Specialist initials _____	Quality Assurance Check _____

**AUTHORIZATION OF RELEASE  
OF CHILD OR VULNERABLE ADULT WYOMING CENTRAL REGISTRY  
AND CRIMINAL HISTORY PRESCREEN RECORD INFORMATION**

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

I hereby authorize the Wyoming Department of Family Services to conduct a Wyoming Central Registry or Wyoming Criminal History Record prescreen to check for abuse, neglect and exploitation of children or vulnerable adults or crimes against person(s) or property. 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 criminal or abuse activities may be the grounds for termination of employment.

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

Maiden Name \_\_\_\_\_ Aliases \_\_\_\_\_

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

Ethnicity

- Caucasian
- Hispanic
- Asian
- Native American
- Black
- Other \_\_\_\_\_

Gender: Male  Female

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

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

List All Addresses for the past ten (10) 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/Facility/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.

**AUTHORIZATION IS VALID 30 DAYS FROM THE DATE SIGNED**

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

\_\_\_\_\_  
Date (valid for 30 days)