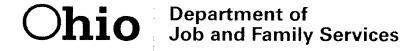
REQUEST FOR A SEARCH OF OHIO'S CENTRAL REGISTRY ON CHILD ABUSE AND NEGLECT

Please conduct a search of the Central Registry on Child Abuse and Neglect for my name. This information will be used for the purposes of (check \checkmark):

Adoption/Foster ParentingVolunteer Work	EmploymentOther
Applicant #1 Full Name:	Applicant #2 Full Name:
Full Name:(Including maiden name, if applicable)	Full Name:(Including maiden name, if applicable)
Date of Birth:	Date of Birth:
Social Security #:	Social Security #:
Signature	Signature
Copies of two (check ✓ 2) forms of identification are attached, one of which contains my Social Security number: Driver license Social Security card Birth Certificate United States Visa	Copies of two (check ✓ 2) forms of identification are attached, one of which contains my Social Security number: Driver license Social Security card Birth Certificate United States Visa
INSTEAD OF PROVIDING TWO FORMS OF IDENTIFICATION, THIS FORM MAY BE NOTARIZED.	
This request is notarized in lieu of submitting two forms of identification.	
HOME ADDRESS	
CITY	STATEZIP CODE
PREVIOUS ADDRESS IN OHIO	
CITY	STATEZIP CODE
Subscribed and affirmed before me according to law this day of, 20	
at, County of	and State of
	Notary

Mail request to **Central Registry; Bureau of Protection Services, PO Box 182709, Columbus, OH, 43218-2709**. The street address is 50 West Town Street, 6th floor, Columbus, OH, 43215. Questions about the Central Registry may be directed to 614-752-1298 or e-mail Barbara Parker at <u>barbara.parker@ifs.ohio.gov</u> or Matthew Slanoc at <u>matthew.slanoc@ifs.ohio.gov</u>.



PROCEDURES FOR AN INDIVIDUAL TO REQUEST A SEARCH OF OHIO'S CENTRAL REGISTRY ON CHILD ABUSE AND NEGLECT

Ohio Revised Code 1347 allows an individual to request and receive information about the status of his or her name on Ohio's Central Registry on Child Abuse & Neglect.

A request for a search of the Central Registry must be made in writing and include the following:

- Full name, including maiden name or other names used, if applicable.
- Date of birth.
- Social Security Number.
- Home Address Results of a Central Registry search are mailed to the <u>individual requesting</u> at their home address, not to an agency that requires the individual to obtain a search.
- Requester's <u>original</u> signature requests cannot be faxed or e-mailed.
- The request must EITHER be notarized or the request must be accompanied by copies of two forms of appropriate identification.
- Appropriate forms of identification include: driver license, Social Security card, birth certificate, or United States Visa. Note: At least one of the forms of identification submitted must contain the individual's Social Security Number.
- The request should be mailed to Central Registry, PO Box 182709, Columbus, OH, 43218-2709.
 The address for express delivery is Central Registry, 50 W Town St, Columbus, OH 43215.

Requests containing incomplete information are returned with a self-addressed envelope advising the additional information required to initiate a central registry search.

An individual may use the attached form to request central registry searches. Use of this form is <u>not required</u> so long as all of the above information is included in the request.

Please see http://jfs.ohio.gov/ocf/CentralRegistry1.stm for responses to Frequently Asked Questions about Ohio's Central Registry.

For more information call 614-752-1298 or e-mail Barbara Parker at <u>barbara parker@jfs.ohio.gov</u> or Matt Slanoc at matthew.slanoc@jfs.ohio.gov,

/bp

1/2013