OUT-OF-STATE RESOURCE GUIDE FOR CHILD CARE EMPLOYEES AND FOSTER AND ADOPTIVE PARENTS IN TEXAS
This guide is designed for people who are required to have a background check for Texas Child Care Regulation and who previously lived in another state within the last five years.

This guide contains instructions for the following people who need Out-of-State background checks:

- Child care employees and volunteers in Texas
- Household members of a home-based child care operation in Texas
- Foster and adoptive parents in Texas
- Household members of foster and adoptive homes in Texas
- Frequent or regular visitors of a child care operation or foster and adoptive home in Texas

If you previously lived in Texas and require a background check for another state’s purposes, refer to the links below:

Texas Department of Family and Protective Services:
Texas Child Abuse/Neglect Central Registry Check

Texas Department of Public Safety:
Criminal History Name Search

Note: If you do not need a background check for Texas purposes, please contact the state agency that processes your background checks for assistance. This guide is for child care providers and foster and adoptive homes in Texas.
This resource guide contains contact information and instructions for obtaining background check information from other states and U.S. territories for Texas child care employment or foster and adoptive purposes. (References to “states” within this resource guide also apply to U.S. territories).

❖ Each state has its own method of maintaining child abuse and neglect investigation records and criminal history records.
  - Some states have a closed registry and do not release any child abuse or neglect information.
  - Similarly, some states do not perform name-based criminal history checks and require the submission of fingerprints.

❖ This resource guide is broken down by state or U.S. territory:
  - Each state has a section for Abuse and Neglect History Check and Criminal History Check processes.
  - Many states also have different processes for child care employees and foster and adoptive parents, so refer to the section for that state.

❖ Many states require that the CBCU initiates or submits the request for a background check. Please follow the steps as outlined in this resource guide and contact the CBCU with any questions.

❖ Use the Bookmark Pane to easily find states within this resource guide:
  - Click on the icon in the toolbar at the bottom of this document
  - Select the tab in the toolbar on the left to view the Bookmark Pane

Questions? Contact the CBCU by email: CBCUBackgroundChecks@hhs.texas.gov
# Table of Contents

Alabama .......................................................................................................................... 17  
   AL – Abuse and Neglect History Check ...................................................................... 17  
   AL – Criminal History Check ................................................................................... 18  
   Day Care Employees and Volunteers ......................................................................... 18  
   Residential Child Care Employees or Foster and Adoptive Parents and Household Members .................................................. 20  

Alaska .............................................................................................................................. 21  
   AK – Abuse and Neglect History Check ...................................................................... 21  
   AK – Criminal History Check ................................................................................... 22  
   Day Care Employees and Volunteers ......................................................................... 22  
   Residential Child Care Employees or Foster and Adoptive Parents and Household Members .................................................. 23  

American Samoa ......................................................................................................... 24  
   AS – Abuse and Neglect History Check ...................................................................... 24  
   AS – Criminal History Check ................................................................................... 25  
   Day Care Employees and Volunteers ......................................................................... 25  
   Residential Child Care Employees or Foster and Adoptive Parents and Household Members .................................................. 25  

Arizona ........................................................................................................................... 26  
   AZ – Abuse and Neglect History Check ...................................................................... 26  
   Day Care or Residential Child Care Employees and Volunteers .................................. 26  
   Foster or Adoptive Parents and Household Members .................................................. 27  
   AZ – Criminal History Check ................................................................................... 29  
   Day Care Employees and Volunteers ......................................................................... 29  
   Residential Child Care Employees and Volunteers or Foster and Adoptive Parents or Household Members .................................................. 29  

Arkansas ........................................................................................................................ 29  
   AR – Abuse and Neglect History Check ...................................................................... 29  
   AR – Criminal History Check ................................................................................... 30
<table>
<thead>
<tr>
<th>State</th>
<th>Pages</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day Care Employees and Volunteers</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Residential Child Care Employees or</td>
<td>32</td>
<td></td>
</tr>
<tr>
<td>Foster and Adoptive Parents and Household Members</td>
<td></td>
<td></td>
</tr>
<tr>
<td>California</td>
<td>32</td>
<td></td>
</tr>
<tr>
<td>CA – Abuse and Neglect History Check</td>
<td>32</td>
<td></td>
</tr>
<tr>
<td>CA – Criminal History Check</td>
<td>34</td>
<td></td>
</tr>
<tr>
<td>Colorado</td>
<td>34</td>
<td></td>
</tr>
<tr>
<td>CO – Abuse and Neglect History Check</td>
<td>34</td>
<td></td>
</tr>
<tr>
<td>CO – Criminal History Check</td>
<td>37</td>
<td></td>
</tr>
<tr>
<td>Commonwealth of Northern Mariana Islands</td>
<td>37</td>
<td></td>
</tr>
<tr>
<td>CNMI – Abuse and Neglect History Check</td>
<td>37</td>
<td></td>
</tr>
<tr>
<td>CNMI – Criminal History Check</td>
<td>37</td>
<td></td>
</tr>
<tr>
<td>Connecticut</td>
<td>38</td>
<td></td>
</tr>
<tr>
<td>CT – Abuse and Neglect History Check</td>
<td>38</td>
<td></td>
</tr>
<tr>
<td>CT – Criminal History Check</td>
<td>42</td>
<td></td>
</tr>
<tr>
<td>Residential Child Care Employees or</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Foster and Adoptive Parents and Household Members</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Texas Health and Human Services

Revised October 27, 2021
Day Care Employees and Volunteers................................................................. 59
Residential Child Care Employees or Foster and Adoptive Parents and Household
Members ........................................................................................................... 59
Guam .................................................................................................................. 59
GU – Abuse and Neglect History Check ......................................................... 59
GU – Criminal History Check ......................................................................... 60
Day Care Employees and Volunteers............................................................... 60
Residential Child Care Employees or Foster and Adoptive Parents and Household
Members ........................................................................................................... 62
Hawaii .................................................................................................................. 62
HI – Abuse and Neglect History Check ............................................................ 62
HI – Criminal History Check .......................................................................... 63
Day Care Employees and Volunteers............................................................... 63
Residential Child Care Employees or Foster and Adoptive Parents and Household
Members ........................................................................................................... 63
Idaho .................................................................................................................... 64
ID – Abuse and Neglect History Check ............................................................ 64
ID – Criminal History Check .......................................................................... 65
Day Care Employees and Volunteers............................................................... 65
Residential Child Care Employees or Foster and Adoptive Parents and Household
Members ........................................................................................................... 66
Illinois ................................................................................................................... 66
IL – Abuse and Neglect History Check ............................................................ 66
IL – Criminal History Check .......................................................................... 67
Day Care Employees and Volunteers............................................................... 67
Residential Child Care Employees or Foster and Adoptive Parents and Household
Members ........................................................................................................... 70
Indiana ............................................................................................................... 70
IN – Abuse and Neglect History Check ............................................................ 70
Day Care or Residential Child Care Employees or Volunteers ....................... 70
<table>
<thead>
<tr>
<th>State</th>
<th>Resource Checks</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Iowa</td>
<td>IN – Criminal History Check</td>
<td>74</td>
</tr>
<tr>
<td></td>
<td>IA – Abuse and Neglect History Check</td>
<td>74</td>
</tr>
<tr>
<td></td>
<td>IA – Criminal History Check</td>
<td>75</td>
</tr>
<tr>
<td></td>
<td>Day Care Employees and Volunteers</td>
<td>75</td>
</tr>
<tr>
<td></td>
<td>Residential Child Care Employees or Foster and Adoptive Parents and Household Members</td>
<td>75</td>
</tr>
<tr>
<td>Kansas</td>
<td>KS – Abuse and Neglect History Check</td>
<td>75</td>
</tr>
<tr>
<td></td>
<td>KS – Criminal History Check</td>
<td>77</td>
</tr>
<tr>
<td></td>
<td>Day Care Employees and Volunteers</td>
<td>77</td>
</tr>
<tr>
<td></td>
<td>Residential Child Care Employees or Foster and Adoptive Parents and Household Members</td>
<td>77</td>
</tr>
<tr>
<td>Kentucky</td>
<td>KY – Abuse and Neglect History Check</td>
<td>77</td>
</tr>
<tr>
<td></td>
<td>Day Care or Residential Care Employees and Volunteers</td>
<td>77</td>
</tr>
<tr>
<td></td>
<td>Foster or Adoptive Parents and Household Members</td>
<td>80</td>
</tr>
<tr>
<td></td>
<td>KY – Criminal History Check</td>
<td>81</td>
</tr>
<tr>
<td></td>
<td>Day Care Employees and Volunteers</td>
<td>81</td>
</tr>
<tr>
<td></td>
<td>Residential Child Care Employees or Foster and Adoptive Parents and Household Members</td>
<td>82</td>
</tr>
<tr>
<td>Louisiana</td>
<td>LA – Abuse and Neglect History Check</td>
<td>83</td>
</tr>
<tr>
<td></td>
<td>Day Care or Residential Care Employees and Volunteers</td>
<td>83</td>
</tr>
<tr>
<td></td>
<td>Foster or Adoptive Parents and Household Members</td>
<td>84</td>
</tr>
<tr>
<td></td>
<td>LA – Criminal History Check</td>
<td>86</td>
</tr>
</tbody>
</table>
Day Care Employees and Volunteers ................................................................. 86
Residential Child Care Employees or Foster and Adoptive Parents and Household Members ................................................................. 88

Maine .................................................................................................................. 88
ME – Abuse and Neglect History Check ............................................................. 88
Day Care or Residential Care Employees and Volunteers ............................. 88
Foster or Adoptive Parents and Household Members ....................................... 90
ME – Criminal History Check ........................................................................... 91
Day Care Employees and Volunteers ................................................................. 91
Residential Child Care Employees or Foster and Adoptive Parents and Household Members ................................................................. 93

Maryland ............................................................................................................. 93
MD – Abuse and Neglect History Check ............................................................. 93
MD – Criminal History Check ........................................................................... 95
Day Care Employees and Volunteers ................................................................. 95
Residential Child Care Employees or Foster and Adoptive Parents and Household Members ................................................................. 95

Massachusetts .................................................................................................... 95
MA – Abuse and Neglect History Check ............................................................. 95
MA – Criminal History Check ........................................................................... 96
Day Care Employees and Volunteers ................................................................. 96
Residential Child Care Employees or Foster and Adoptive Parents and Household Members ................................................................. 98

Michigan ............................................................................................................ 98
MI – Abuse and Neglect History Check ............................................................. 98
Day Care or Residential Care Employees and Volunteers ............................. 98
Foster or Adoptive Parents and Household Members ....................................... 99
MI – Criminal History Check ........................................................................... 100
Day Care Employees and Volunteers ................................................................. 100
Residential Child Care Employees or Foster and Adoptive Parents and Household Members ................................................................. 101

Minnesota ............................................................................................................. 101

MN – Abuse and Neglect History Check .............................................................. 101
MN – Criminal History Check ........................................................................... 103

Day Care Employees and Volunteers ................................................................. 103

Residential Child Care Employees or Foster and Adoptive Parents and Household Members ................................................................. 103

Mississippi .......................................................................................................... 103

MS – Abuse and Neglect History Check .............................................................. 103
MS – Criminal History Check ........................................................................... 104

Day Care Employees and Volunteers ................................................................. 104

Residential Child Care Employees or Foster and Adoptive Parents and Household Members ................................................................. 106

Missouri ............................................................................................................. 106

MO – Abuse and Neglect History Check .............................................................. 106

Day Care or Residential Care Employees and Volunteers .................................. 106

Foster or Adoptive Parents and Household Members ......................................... 107

MO – Criminal History Check ........................................................................... 109

Day Care Employees and Volunteers ................................................................. 109

Residential Child Care Employees or Foster and Adoptive Parents and Household Members ................................................................. 110

Montana ............................................................................................................. 110

MT – Abuse and Neglect History Check .............................................................. 110

MT – Criminal History Check ........................................................................... 112

Day Care Employees and Volunteers ................................................................. 112

Residential Child Care Employees or Foster and Adoptive Parents and Household Members ................................................................. 112

Nebraska ........................................................................................................... 112

NE – Abuse and Neglect History Check .............................................................. 112
NE – Criminal History Check ................................................................. 114
  Day Care Employees and Volunteers................................................ 114
  Residential Child Care Employees or Foster and Adoptive Parents and Household Members ............................................... 116
Nevada ................................................................................................. 116
  NV – Abuse and Neglect History Check ............................................. 116
    Day Care or Residential Care Employees and Volunteers................ 116
    Foster or Adoptive Parents and Household Members ....................... 118
  NV – Criminal History Check ........................................................... 120
    Day Care Employees and Volunteers............................................... 120
    Residential Child Care Employees or Foster and Adoptive Parents and Household Members ............................................... 121
New Hampshire .................................................................................. 122
  NH – Abuse and Neglect History Check ............................................. 122
    Day Care or Residential Care Employees and Volunteers................ 122
    Foster or Adoptive Parents and Household Members ....................... 123
  NH – Criminal History Check ........................................................... 124
    Day Care Employees and Volunteers............................................... 124
    Residential Child Care Employees or Foster and Adoptive Parents and Household Members ............................................... 126
New Jersey .......................................................................................... 126
  NJ – Abuse and Neglect History Check ............................................. 126
    Day Care or Residential Care Employees and Volunteers................ 126
    Foster or Adoptive Parents and Household Members ....................... 129
  NJ – Criminal History Check ........................................................... 132
    Day Care Employees and Volunteers............................................... 132
    Residential Child Care Employees or Foster and Adoptive Parents and Household Members ............................................... 132
New Mexico ........................................................................................ 132
  NM – Abuse and Neglect History Check ............................................. 132
Day Care or Residential Care Employees and Volunteers............................... 132
Foster or Adoptive Parents and Household Members ................................. 134
NM – Criminal History Check ........................................................................ 135
Day Care Employees and Volunteers................................................................. 135
Residential Child Care Employees or Foster and Adoptive Parents and Household Members .......................................................... 137
New York ........................................................................................................ 137
NY – Abuse and Neglect History Check .......................................................... 137
Day Care or Residential Care Employees and Volunteers.......................... 137
Foster or Adoptive Parents and Household Members .................................. 139
NY – Criminal History Check ........................................................................ 141
Day Care Employees and Volunteers................................................................. 141
Residential Child Care Employees or Foster and Adoptive Parents and Household Members .......................................................... 141
North Carolina ................................................................................................ 141
NC – Abuse and Neglect History Check .......................................................... 141
Day Care or Residential Care Employees and Volunteers.......................... 141
Foster or Adoptive Parents and Household Members .................................. 142
NC – Criminal History Check ........................................................................ 143
Day Care Employees and Volunteers................................................................. 143
Residential Child Care Employees or Foster and Adoptive Parents and Household Members .......................................................... 143
North Dakota .................................................................................................. 144
ND – Abuse and Neglect History Check .......................................................... 144
ND – Criminal History Check ......................................................................... 146
Day Care Employees and Volunteers................................................................. 146
Residential Child Care Employees or Foster and Adoptive Parents and Household Members .......................................................... 147
Ohio .................................................................................................................. 148
OH – Abuse and Neglect History Check ......................................................... 148
Residential Child Care Employees or Foster and Adoptive Parents and Household Members .......................................................... 162
Rhode Island ....................................................................................... 163
   RI – Abuse and Neglect History Check .............................................. 163
   RI – Criminal History Check ............................................................. 164
      Day Care Employees and Volunteers .............................................. 164
   Residential Child Care Employees or Foster and Adoptive Parents and Household Members ........................................... 165
South Carolina .................................................................................... 165
   SC – Abuse and Neglect History Check .............................................. 165
      Day Care or Residential Child Care Employees or Volunteers .......... 165
      Foster or Adoptive Parents and Household Members ...................... 167
   SC – Criminal History Check ............................................................. 169
      Day Care Employees and Volunteers .............................................. 169
      Residential Child Care Employees or Foster and Adoptive Parents and Household Members ........................................ 171
South Dakota...................................................................................... 171
   SD – Abuse and Neglect History Check .............................................. 171
      Day Care or Residential Child Care Employees or Volunteers .......... 171
      Foster or Adoptive Parents and Household Members ...................... 172
   SD – Criminal History Check ............................................................. 174
      Day Care Employees and Volunteers .............................................. 174
      Residential Child Care Employees or Foster and Adoptive Parents and Household Members ........................................ 175
Tennessee ............................................................................................ 176
   TN – Abuse and Neglect History Check .............................................. 176
      Day Care or Residential Care Employees and Volunteers ................. 176
      Foster or Adoptive Parents and Household Members ...................... 177
   TN – Criminal History Check ............................................................. 178
      Day Care Employees and Volunteers .............................................. 178
Residential Child Care Employees or Foster and Adoptive Parents and Household Members .......................................................... 178

U.S. Virgin Islands ........................................................................................................................................ 178

USVI – Abuse and Neglect History Check ............................................................................................................ 178

USVI – Criminal History Check ............................................................................................................................ 179

Day Care Employees and Volunteers ................................................................................................................... 179

Residential Child Care Employees or Foster and Adoptive Parents and Household Members ........................................ 181

Utah ........................................................................................................................................................................ 181

UT – Abuse and Neglect History Check .................................................................................................................. 181

UT – Criminal History Check .................................................................................................................................. 182

Day Care Employees and Volunteers .................................................................................................................... 182

Residential Child Care Employees or Foster and Adoptive Parents and Household Members ........................................ 184

Vermont ................................................................................................................................................................... 185

VT – Abuse and Neglect History Check .................................................................................................................. 185

VT – Criminal History Check .................................................................................................................................. 186

Day Care Employees and Volunteers .................................................................................................................... 186

Residential Child Care Employees or Foster and Adoptive Parents and Household Members ........................................ 188

Virginia ...................................................................................................................................................................... 189

VA – Abuse and Neglect History Check .................................................................................................................. 189

VA – Criminal History Check .................................................................................................................................. 191

Day Care Employees and Volunteers .................................................................................................................... 191

Residential Child Care Employees or Foster and Adoptive Parents and Household Members ........................................ 193

Washington ............................................................................................................................................................... 194

WA – Abuse and Neglect History Check .................................................................................................................. 194

WA – Criminal History Check .................................................................................................................................. 195

Day Care Employees and Volunteers .................................................................................................................... 195
Residential Child Care Employees or Foster and Adoptive Parents and Household Members ................................................................. 196

West Virginia ........................................................................................................ 196
WV – Abuse and Neglect History Check ................................................................. 196
Day Care or Residential Care Employees and Volunteers ............................... 196
Foster or Adoptive Parents and Household Members ...................................... 198
WV – Criminal History Check ........................................................................... 199
Day Care Employees and Volunteers ................................................................. 199
Residential Child Care Employees or Foster and Adoptive Parents and Household Members ................................................................. 199

Wisconsin .............................................................................................................. 200
WI – Abuse and Neglect History Check ............................................................... 200
WI – Criminal History Check ........................................................................... 201
Day Care Employees and Volunteers ................................................................. 201
Residential Child Care Employees or Foster and Adoptive Parents and Household Members ................................................................. 202

Wyoming ............................................................................................................. 203
WY – Abuse and Neglect History Check .............................................................. 203
Day Care or Residential Care Employees and Volunteers ............................... 203
Foster or Adoptive Parents and Household Members ...................................... 204
WY – Criminal History Check ........................................................................... 206
Day Care Employees and Volunteers ................................................................. 206
Residential Child Care Employees or Foster and Adoptive Parents and Household Members ................................................................. 206

Fingerprinting Process for Out-of-State Checks .................................................. 207
Local Law Enforcement ....................................................................................... 207
IdentoGO ............................................................................................................ 207
Alabama

AL – ABUSE AND NEGLECT HISTORY CHECK

Alabama has the same process for child care and foster and adoptive purposes. Contact the CBCU to start the background check process.

Exceptions:

❖ **Minors in Child Care Operations:** Alabama does not perform Abuse and Neglect History Checks for minors in child care operations. If the person is between the ages of 14 – 18 years old, no further action is required for this check. Alabama does perform checks for people who are 14 years old and up in foster and adoptive homes.

Follow the steps below to request an Abuse and Neglect History Check from Alabama for Texas Child Care Regulation:

1) Create an email with the *Subject* line “Abuse and Neglect History Check Needed from Alabama” and provide the following information in the message:
   - Your name and Social Security Number
   - Name and Date of Birth of current and former spouse(s)
   - Name and Date of Birth of each child in your family
   - Alabama counties in which you previously lived
2) Send the email to: [CBCUBackgroundChecks@hhs.texas.gov](mailto:CBCUBackgroundChecks@hhs.texas.gov)
3) After the CBCU sends you the request form by email, print out the attached *AL Child Abuse & Neglect Central Registry Clearance* form
4) Sign and date the request form in blue or black ink in the presence of a witness
5) Have the witness sign and date the request form in blue or black ink
6) Make a copy of the request form
7) Print out the attached *Information Needed* form if all your information does not fit on the request form (If extra form not needed, please disregard)
8) Send the original request form, copy of the request form, and the *Information Needed* form (if needed) by mail to:

   State of Alabama DHR
   Office of Child Protective Services
   CA/N Central Registry
   50 N Ripley Street
   Montgomery, AL 36130
9) Send an email confirming that the request has been mailed to Alabama to: CBCUBackgroundChecks@hhs.texas.gov

Alabama sends the results to the CBCU by mail within several weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

Contact Information for Alabama Abuse and Neglect History
Website: AL Central Registry Clearance

Contact Information for the CBCU
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

AL – CRIMINAL HISTORY CHECK
Day Care Employees and Volunteers
Alabama requires the submission of fingerprints to perform a Criminal History Check and charges a $25 fee. Complete the request form and send it with your fingerprints and payment to Alabama by mail.

Follow the steps below to request a Criminal History Check from Alabama for Texas Child Care Regulation:

1) Fill in the fields of the AL Application to Review Alabama Criminal History Record Information form as follows:
   ▪ Personal Information – Enter your personal identifying information
   ▪ Work Information
     o Employer Name – Leave blank
     o Employer Phone – Leave blank
     o Contractor Name – Leave blank
     o Contractor Phone – Leave blank
     o State Agency – Enter “Texas Health and Human Services – CBCU”
     o Agency Phone – Enter “512-919-7968”
o **Work Email Address** – Enter 
"CBCUBackgroundChecks@hhs.texas.gov"

o **Job Role/Classification** – Enter “Child Care Employee”

o **Supervisor Name** – Leave blank

o Select the following checkboxes:
  ✓ *Completed Application signed by applicant and two witnesses OR notarized*
  ✓ *The required copy of my valid photo identification*
  ✓ A classifiable copy of my own fingerprints taken by an authorized law enforcement agency as required
  ✓ *Personal Requests Only: The required $25.00 administrative fee*

**Affidavit for Release Information**

o *I hereby authorize the Alabama Law Enforcement Agency to release any and all criminal history information to* – Enter “Texas Health and Human Services -CBCU P.O. Box 149030 Mail Code: 121-7 ATTN: JCrighton Austin, TX 78714-9030”

2) Print out the request form

3) Sign page 1 of the request form either in the presence of:
  ▪ Two witnesses and enter the names and addresses of the witnesses on the request form OR
  ▪ A notary and have the notary sign the request form

4) Contact a local law enforcement agency or visit the IdentoGO Fingerprint Card webpage and schedule an appointment to get fingerprinted on two FD-258 cards by following the instructions on Appendix C of the request form (See Fingerprinting Process for Out-of-State Checks for details)

**Note:** You will submit one fingerprint card to Alabama and save one fingerprint card in case your fingerprints are rejected the first time and you must submit a second set of prints.

5) Fill in the fields on the **FD-258 fingerprint card** as follows:
  ▪ Enter your name and personal identifying information, including height, weight, and place of birth
  ▪ *Signature of Person Fingerprinted* – Enter your signature
  ▪ *Reason Fingerprinted* – Enter “TX Child Care Regulation”

6) Make a copy of your driver’s license, state-issued ID, or passport (or other acceptable form of ID as listed on Appendix B of the request form

7) Purchase a cashier’s check or money order in the amount of $25 made payable to: Criminal Records & Identification Unit

---

Texas Health and Human Services  
Revised October 27, 2021
8) Send page 1 of the request form, fingerprint card, copy of your ID, and payment by mail to:

Alabama Law Enforcement Agency
Criminal Records and Identification Unit
ATTN: Background Checks
P.O. Box 1511
Montgomery, AL 36102-1511

9) Send an email confirming that the request has been mailed to Alabama to:

CBCUBackgroundChecks@hhs.texas.gov

Alabama sends the results to the CBCU by mail in four to five weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

Contact Information for Alabama Criminal History
Website: Alabama Law Enforcement Agency

Contact Information for the CBCU
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

Residential Child Care Employees or Foster and Adoptive Parents and Household Members
An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.
Alaska

AK — ABUSE AND NEGLECT HISTORY CHECK

Alaska has the same process for child care and foster and adoptive purposes. Contact the CBCU to start the background check process.

Exceptions:

❖ Minors Under Age 16: Alaska does not perform Abuse and Neglect History Checks for people under the age of 16. If the person is between the ages of 14 – 15 years old, no further action is required for this particular check.

Follow the steps below to request an Abuse and Neglect History Check from Alaska for Texas Child Care Regulation:

1) Create an email with the Subject line “Abuse and Neglect History Check Needed from Alaska” and provide the following information in the message:
   ▪ Your name and Social Security Number
   ▪ Your place of birth (city, state, and country)

2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov

2) After the CBCU sends you the AK Clearance Form by email, fill in the fields as follows:
   ▪ Residency – Enter the number of years and months you were an Alaska resident and the number of years and months you physically lived in Alaska
   ▪ List your previous residences for the last ten years and attach an additional page, if necessary
   ▪ Select No or Yes for the various questions and attach an additional documentation for explanation, if needed.
   ▪ Have you been convicted of a crime or charged with a criminal offense listed as prohibited on the reverse of this form? There is no list of criminal offenses to reference so select No.

3) Print out the request form

4) Sign on the Household Member Signature line and date it

5) Return the request form to the CBCU by either:
OUT-OF-STATE RESOURCE GUIDE FOR CHILD CARE EMPLOYEES AND FOSTER AND ADOPTIVE PARENTS IN TEXAS

- Scanning the form and sending it as an email attachment (preferred) with the *Subject* line “Abuse and Neglect History Request for Alaska” to: CBCUBackgroundChecks@hhs.texas.gov
- Faxing it and entering “Abuse and Neglect History Request for Alaska” on the cover sheet to 512-339-5871

Alaska sends the results to the CBCU by email within 30 days.

**Contact Information for Alaska Abuse and Neglect History**
Website: [Alaska Office of Children's Services](#)

**Contact Information for the CBCU**
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

**AK – CRIMINAL HISTORY CHECK**

**Day Care Employees and Volunteers**
Alaska performs name-based Criminal History Checks for child care purposes and charges a $20 fee. Contact the CBCU to start the background check process.

**Follow the steps below to request a Criminal History Check from Alaska for Texas Child Care Regulation:**

1) Create an email with the *Subject* line “Criminal History Check Needed from Alaska” and provide the following information in the message:
   - Your name
   - Your Social Security number
2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov
3) After the CBCU sends you the *AK Request for Criminal Justice Information* form by email, print out the attached request form
4) Sign and date the form in the *Subject Name* box

Texas Health and Human Services

Revised October 27, 2021
5) Sign and date the bottom of page 1
6) Write a check or money order in the amount of $20 made payable to: 
   State of Alaska
7) Send the request form and payment by mail to:
   Criminal Records and Identification Bureau
   5700 E. Tudor Road
   Anchorage, AK 99507
8) Send an email confirming that the request has been mailed to Alaska to:
   CBCUBackgroundChecks@hhs.texas.gov

Alaska sends the results to the CBCU by fax within two to three weeks.

Contact Information for Alaska Criminal History
Website: Alaska Background Check Requests

Contact Information for the CBCU
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

Residential Child Care Employees or Foster and Adoptive Parents and Household Members
An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.
American Samoa

AS – ABUSE AND NEGLECT HISTORY CHECK

American Samoa has the same process for child care and foster and adoptive purposes. Contact the CBCU to start the background check process.

Follow the steps below to request an Abuse and Neglect History Check from American Samoa for Texas Child Care Regulation:

1) Create an email with the Subject line “Abuse and Neglect History Check Needed from American Samoa” and provide the following information in the message:
   - Your name
   - Your Social Security Number
2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov

American Samoa sends the results to the CBCU within several weeks.

Contact Information for American Samoa Abuse and Neglect History

American Samoa Child Care Division
Phone: 684-633-1571/ 1572/ 1573
Fax: 684-633-1504
Email: childcare@dhss.as

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov
AS – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

American Samoa performs name-based Criminal History Checks for child care purposes and requires the CBCU to submit the request. Contact the CBCU to start the background check process.

Follow the steps below to request a Criminal History Check from American Samoa for Texas Child Care Regulation:

1) Create an email with the Subject line “Criminal History Check Needed from American Samoa” and provide the following information in the message:
   ▪ Your name
   ▪ Your Social Security Number
2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov

American Samoa sends the results to the CBCU by email within several weeks.

Contact Information for American Samoa Criminal History

Department of Public Safety
Phone: 684-633-1111

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.
AZ – ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Child Care Employees and Volunteers

Arizona requires the CBCU to submit the request for child care employees and volunteers. Complete the request form and send it to the CBCU by email or fax.

Exceptions:

❖ Minors: Arizona does not perform Abuse and Neglect History Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.

Follow the steps below to request an Abuse and Neglect History Check from Arizona for Texas Child Care Regulation:

1) Fill in the fields of the AZ Direct Service Central Registry Clearance Form electronically as follows:

   ▪ Name of Requesting Agency – Enter “Texas Health and Human Services – CBCU”
   ▪ Requesting Agency Email Address – Enter “CBCUBackgroundChecks@hhs.texas.gov”
   ▪ Mailing Address – Enter “P.O. Box 149030 Mail Code: 121-7 ATTN: JCrifton Austin, TX 78714-9030”
   ▪ Applicant/Employee’s Name – Enter your last name, first name, and middle initial
   ▪ Soc Sec No – Enter your SSN without dashes
   ▪ Date of Birth – Enter your DOB as mm/dd/yy
   ▪ Other Names Used – Enter all alternate names you have used
   ▪ Fingerprint Clearance Card or Application No – Leave blank
   ▪ Applicant/Employee’s Address – Enter your current address
   ▪ Select the appropriate checkbox based on your role at the operation:
     o New Hire – For child care employees
     o Volunteer – For child care volunteers
   ▪ Applicant/Employee Email – Enter your email address
   ▪ Position – Enter your role at the child care operation
   ▪ Date Employed – Enter your date of hire or date you began to volunteer
   ▪ Solicitation No – Leave blank
2) Answer the questions in the middle of the request form regarding whether you have been investigated for child abuse or neglect in Arizona.

3) Print out the form and sign and date it.

4) Send the request form to the CBCU by either:
   - Scanning the form and sending it as an email attachment (preferred) with the Subject line “Abuse and Neglect History Request for Arizona” to: CBCUBackgroundChecks@hhs.texas.gov
   - Faxing it and entering “Abuse and Neglect History Request for Arizona” on the cover sheet to 512-339-5871

Arizona sends the results to the CBCU by email within seven to ten business days.

**Contact Information for Arizona Abuse and Neglect History**

Website: [AZ Request DCS Information](#)

**Contact Information for the CBCU**

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

**Foster or Adoptive Parents and Household Members**

Arizona requires the CBCU to submit the request for foster and adoptive purposes. Contact the CBCU to start the background check process.

**Exceptions:**

- **Minors:** Arizona does not perform Abuse and Neglect History Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this check.
Follow the steps below to request an Abuse and Neglect History Check from Arizona for Texas Child Care Regulation:

1) Create an email with the Subject line “Abuse and Neglect History Check Needed from Arizona” and provide the following information in the message:
   - Your name
   - Your Social Security Number

2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov

3) After the CBCU sends you the AZ Adoptive Families Central Registry Records Clearance form by email, fill in the fields of the attached request form as follows:
   - Enter the name of each child in the home
   - Enter the date of birth of each child in the home

4) Print out the request form and have each adult listed on the form sign and date it

5) Return the request form to the CBCU by either:
   - Scanning the form and sending it as an email attachment (preferred) with the Subject line: “Abuse and Neglect History Request for Arizona” to: CBCUBackgroundChecks@hhs.texas.gov
   - Faxing it and entering “Abuse and Neglect History Request for Arizona” on the cover sheet to 512-339-5871

Arizona sends the results to the CBCU by email within seven to ten business days.

Contact Information for Arizona Abuse and Neglect History

Website: AZ Request DCS Information

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov
AZ – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers
The Arizona Department of Public Safety does not process Criminal History Checks for employment purposes. The CBCU clears these background checks in our system so no further action is required.

Residential Child Care Employees and Volunteers or Foster and Adoptive Parents or Household Members
An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Arkansas

AR – ABUSE AND NEGLECT HISTORY CHECK
Arkansas has the same process for child care and foster and adoptive purposes and does not charge a fee. Contact the CBCU to start the background check process.

Follow the steps below to request an Abuse and Neglect History Check from Arkansas for Texas Child Care Regulation:

1) Create an email with the Subject line “Abuse and Neglect History Check Needed from Arkansas” and provide the following information in the message:
   ▪ Your name
   ▪ Your Social Security Number
2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov
3) After the CBCU sends you the request form by email, fill in the fields of the attached AR Request for Child Maltreatment Central Registry Check request form as follows:
   ▪ Present Address – Enter your current address and the month and year you moved in to that residence
▪ Previous Addresses (from the last six years) – Enter your previous addresses and month and year you moved in and out of each residence
▪ Cities and States of Employment (outside of Arkansas) for last six years – Enter the cities and states outside Arkansas in which you have worked and month and year you began and ended working in that city
▪ Children – Enter the full name, DOB/age, relationship, and SSN (if known) for all children currently in your home and all biological children (even if they do not reside in your home)

4) Print out the request form and sign it in the presence of a notary. (The notary can strike out the Arkansas information in that section of the form)

   Note: Arkansas does NOT charge a fee for background checks submitted by the CBCU. Do not send a payment.

5) Return the request form to the CBCU by either:
   ▪ Scanning the form and sending it as an email attachment (preferred) with the Subject line “Abuse and Neglect History Request for Arkansas” to: CBCUBackgroundChecks@hhs.texas.gov
   ▪ Faxing it and entering “Abuse and Neglect History Request for Arkansas” on the cover sheet to 512-339-5871

Arkansas sends the results to the CBCU by email within seven to ten business days.

Contact Information for Arkansas Abuse and Neglect History
Website: AR DHS Child Care Licensing

Contact Information for the CBCU
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

AR – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers
Arkansas performs name-based Criminal History Checks for child care purposes and charges a $25 fee. Complete the request form and send it to Arkansas by mail.
Follow the steps below to request a Criminal History Check from Arkansas for Texas Child Care Regulation:

1) Save the AR Criminal History Check Request Form as a PDF to your computer
2) Open the request form from your computer to enable the Fill & Sign feature or print out the request form and fill in the fields as follows (use print):
   - Enter your personal identifying information including your state of birth, driver’s license number, physical and mailing address
   - *Release to* – Enter “Texas Health and Human Services – CBCU ATTN: Julianna Crighton”
   - *Mailing Address* – Enter “P.O. Box 149030 Mail Code: 121-7”
   - *City* – Enter “Austin”
   - *State* – Enter “TX”
   - *Zip Code* – Enter “78714-9030”
   - *Daytime Phone #* – Enter “512-919-7968”
3) Print out the request form and sign and date it in the presence of a notary
4) Write a check or money order in the amount of $25 made payable to: Arkansas State Police
5) Address an empty stamped envelope to:

   Texas Health and Human Services – CBCU  
P.O. Box 149030 Mail Code: 121-7 ATTN: JCrighton  
Austin, TX 78714-9030

6) Send the request form, payment, and Texas-addressed envelope by mail to:

   Arkansas State Police  
   Identification Bureau  
   1 State Police Plaza Drive  
   Little Rock, AR 72209

7) Send an email confirming that the request has been mailed to Arkansas to: CBCUBackgroundChecks@hhs.texas.gov

Arkansas sends the results to the CBCU by mail within several weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.
Contact Information for Arkansas Criminal History
Website: AR Criminal Background Check System

Contact Information for the CBCU
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

Residential Child Care Employees or Foster and Adoptive Parents and Household Members
An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

California

CA – Abuse and Neglect History Check

Day Care or Residential Child Care Employees or Volunteers
California currently does not have a process to provide background checks for child care employees and volunteers in other states. The CBCU clears these background checks in our system so no further action is required.

Foster or Adoptive Parents and Household Members
California requires the request for foster and adoptive purposes to be submitted by the Child Placing Agency (CPA). Complete the request form and send it to the CPA by email.

Exceptions:
❖ Minors: California does not perform Abuse and Neglect History Checks for minors in a foster/adoptive home. If the person is between the ages of 14 – 17 years old, no further action is required for this check.
❖ Visitors: California does not perform checks for visitors of a foster/adoptive home. If the person is in the role of a visitor, no further action is required.
Follow the steps below to request an Abuse and Neglect History Check from California for Texas Child Care Regulation:

1) Fill in the fields of the CA Child Abuse Central Index Inquiry Request for Out-of-State Foster Care & Adoption Agencies form as follows:
   - Inquiry Type – Select the appropriate checkbox based on your role:
     - Foster Parent
     - Adoptive Parent
     - Adult Resident of Foster Care or Adoptive Home
   - Requesting Agency Information – Leave blank
   - Inquiry Subject Information – Enter your personal identifying information
2) Send the request form to the Child Placing Agency by email

The Child Placing Agency:

1) Fills in the fields of the Requesting Agency Information section of the request form with the CPA contact details
2) Prints out the request form and signs and dates it
3) Writes a check or money order in the amount of $15 made payable to: California Department of Justice
4) Sends the request form and payment by mail to:
   Department of Justice, BCIA – Child Protection Program
   P.O. Box 903387
   Sacramento, CA 94203-3870
5) Sends an email confirming that the request has been mailed to California to: CBCUBackgroundChecks@hhs.texas.gov
6) After California sends the results to the CPA, the CPA sends a copy of the results to the CBCU by either:
   - Scanning the form and sending it as an email attachment (preferred) with the Subject line “Abuse and Neglect History Results for California” to: CBCUBackgroundChecks@hhs.texas.gov
   - Faxing it and entering “Abuse and Neglect History Results for California” on the cover sheet to 512-339-5871
California sends the results to the CPA within two months.

**Contact Information for California Abuse and Neglect History**

Website: [California Out-of-State Foster & Adoption Agencies](#)

**Contact Information for the CBCU**

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

---

### CA – CRIMINAL HISTORY CHECK

**Day Care Employees and Volunteers**

California currently does not have a process to provide Criminal History Checks for child care employees and volunteers in other states. The CBCU clears these background checks in our system so no further action is required.

**Residential Child Care Employees or Foster and Adoptive Parents and Household Members**

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

---

### Colorado

**CO – ABUSE AND NEGLECT HISTORY CHECK**

Colorado has the same process for child care and foster and adoptive purposes and charges a $35 fee. Colorado requires the request form to be typewritten and rejects incomplete, handwritten, or unsigned requests. Complete the request form and submit it to Colorado by mail.
Follow the steps below to request an Abuse and Neglect History Check from Colorado for Texas Child Care Regulation:

1) Fill in the fields of the CO Individual Child Abuse and Neglect (Trails) Request form as follows:

   Note: Colorado rejects handwritten requests. Your entries in the request form MUST be typewritten and your signature MUST be handwritten.

   ▪ Section A: Person Being Checked

   o Select the reason for your request – Select the appropriate the checkbox based on the person’s role:
     • Adoption – For adoptive parents and household members
     • Foster Care – For foster parents and household members
     • Employment – For child care employees and household members
     • Volunteer – For child care volunteers

   o Enter your personal identifying information

     Note: You MUST enter your full middle name given at birth, maiden name and all previous names used, or Colorado will reject the request. If you do not have a middle name, enter “None”.

   o Current Address – Enter your current address

   o Previous Address – Enter your previous address in Colorado and the approximate month and year you moved in and out of this residence. If there are additional previous addresses in which you have lived in the last ten years, attach a separate piece of paper and list each address and the approximate month and year you moved in and out of each residence.

   ▪ Section B: Spouse/Former Spouse/Parent of Children Information – Enter information for your current and former spouse or partners with whom you share children. Attach a separate piece of paper if additional space is needed.

   ▪ Section C: Child Information – Enter information for each of your children. Attach a separate piece of paper if additional space is needed.

   ▪ Section D: Results Letter Release Information

     o Agency/Facility Name – Enter “Texas Health and Human Services – CBCU”

     o Person/Agency/Facility Email Address – Enter “CBCUBackgroundChecks@hhs.texas.gov”

     o First Name – Enter “Julianna”
o Last Name – Enter “Crighton”
  o Street Address or P.O. Box – Enter “P.O. Box 149030 Mail Code: 121-7”
  o City – Enter “Austin”
  o State – Enter “TX”
  o Zip Code – Enter “78714”
  o Phone # – Enter “512-919-7968”

2) Print out the request form and sign and date it
3) Write a check or money order in the amount of $35 made payable to: CDHS, Background Investigation Unit (BIU)
4) Send the request form, additional document (if needed) and payment by mail to:

   Colorado Department of Human Services (CDHS)
   Division of Early Care and Learning
   ATTN: Trails Background Investigation Unit (BIU)
   1575 Sherman Street, Garden Level
   Denver, CO 80203-1714

5) Send an email confirming that the request has been mailed to Colorado to: CBCUBackgroundChecks@hhs.texas.gov

Colorado sends the results to the CBCU by email within 45 days.

Contact Information for Colorado Abuse and Neglect History
Website: Colorado Department of Human Services Background Checks

Contact Information for the CBCU
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov
CO — CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

The CBCU does not require a separate Criminal History Check from Colorado due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Commonwealth of Northern Mariana Islands

CNMI — ABUSE AND NEGLECT HISTORY CHECK

The Commonwealth of the Northern Mariana Islands (CNMI) does not have a Central Registry of Abuse and Neglect History records. The CBCU clears these background checks in our system so no further action is required.

CNMI — CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

The Commonwealth of Northern Mariana Islands performs a name-based Criminal History Check for child care purposes and requires the CBCU to submit the request. Contact the CBCU to start the background check process.
Follow the steps below to request a Criminal History Check from the Commonwealth of Northern Mariana Islands for Texas Child Care Regulation:

1) Create an email with the Subject line “Criminal History Check Needed from CNMI” and provide the following information in the message:
   - Your name
   - Your Social Security Number
2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov

CNMI sends the results to the CBCU by email within several weeks.

Contact Information for the CBCU
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

Residential Child Care Employees or Foster and Adoptive Parents and Household Members
An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Connecticut

CT – Abuse and Neglect History Check

Day Care or Residential Care Employees and Volunteers
Connecticut requires the CBCU to submit the request for child care employees and volunteers. Complete the request form and send it to the CBCU by email or fax.
Follow the steps below to request an Abuse and Neglect History Check from Connecticut for Texas Child Care Regulation:

1) Fill in the fields of the CT Authorization for Release of Information for DCF CPS Search for Child Care form as follows. Do not leave any blank spaces. If something does not apply, enter “N/A”. If you need to attach an additional document to list your information, check the appropriate checkbox and add an additional document:
- Enter your name on the top line
- Select the checkbox for Day Care
- Name of Agency – Enter “Texas Health and Human Services – CBCU”
- Attention – Enter “Julianna Crighton”
- Address – Enter “P.O. Box 149030 Mail Code: 121-7”
- City – Enter “Austin”
- State – Enter “TX”
- Zip – Enter “78714”
- Enter your personal identifying information
- Applicant Address – Enter your current address and the number of years and months you have lived at that residence
- List All Previous Applicant Addresses for the Last Five Years - Enter previous addresses
- Other Names I Have Used – Enter any alternate name, DOB, and SSN you have used. If you have not alternate names, enter “N/A”.
- Name of Spouses/Other Adults in the Home – Enter the name and date of birth of other adults in the home
- Names of ALL Children – Enter the name, date of birth, and select the gender for all of your children (in or out of the home)
- Answer the questions regarding DCF investigation history in Connecticut

2) Sign and date the request form by either:
- Using an electronic signature (see How to Electronically Sign Documents without Printing and Scanning Them)
- Printing out the request form and writing your signature

3) Have any adults living in the home sign and date the request form on the line next to his or her name

4) Send the request form to the CBCU by either:
- Scanning the form and sending it as an email attachment (preferred) with the Subject line “Abuse and Neglect History Request for Connecticut” to: CBCUBackgroundChecks@hhs.texas.gov
Faxing it and entering “Abuse and Neglect History Request for Connecticut” on the cover sheet to: 512-339-5871

Connecticut sends the results to the CBCU by email within four weeks.

**Contact Information for Connecticut Abuse and Neglect History**

Website: [CT Background Checks](#)

**Contact Information for the CBCU**

If you have any questions about the background check process or information in this guide, contact: [CBCUBackgroundChecks@hhs.texas.gov](mailto:CBCUBackgroundChecks@hhs.texas.gov)

**Foster or Adoptive Parents and Household Members**

Connecticut requires the CBCU or Child Placing Agency to submit the request for foster and adoptive purposes. Complete the request form and send it to the CBCU by email or fax.

**Follow the steps below to request an Abuse and Neglect History Check from Connecticut for Texas Child Care Regulation:**

1. Fill in the fields of the [CT Authorization for Release of Information for Foster Care or Adoption DCF CPS Search](#) form as follows. **Do not leave any blank spaces.** If something does not apply, enter “N/A”. If you need to attach an additional document to list your information, check the appropriate checkbox and add an additional document:
   - Enter your name on the top line
   - **Name of Agency** – Enter “Texas Health and Human Services –CBCU”
   - **Agency Address** – Enter “P.O. Box 149030 Mail Code: 121-7 ATTN: JCrighton”
   - **City** – Enter “Austin”
   - **State** – Enter “TX”
   - **Zip** – Enter “78714”
Enter your personal identifying information
- **Applicant Address** – Enter your current address and the number of years and months you have lived at that residence
- **List All Previous Applicant Addresses for the Last Five Years** – Enter previous addresses
- **Other Names I Have Used** – Enter any alternate name, DOB, and SSN you have used. If you have not alternate names, enter “N/A”.
- **Name of Spouses/Other Adults in the Home** – Enter the name and date of birth of other adults in the home and select the **Yes or No** checkbox to indicate whether that person had a Connecticut background check in the last two years
- **Names of ALL Children** – Enter the name, date of birth, and select the gender for all of your children (in or out of the home)

2) Sign and date the request form by either:
   - Using an electronic signature (see [How to Electronically Sign Documents without Printing and Scanning Them](#))
   - Printing out the request form and writing your signature

3) Send the request form to the CBCU by either:
   - Scanning the form and sending it as an email attachment (preferred) with the **Subject** line “Abuse and Neglect History Request for Connecticut” to: [CBCUBackgroundChecks@hhs.texas.gov](mailto:CBCUBackgroundChecks@hhs.texas.gov)
   - Faxing it and entering “Abuse and Neglect History Request for Connecticut” on the cover sheet to: 512-339-5871

Connecticut sends the results to the CBCU by email within four weeks.

**Contact Information for Connecticut Abuse and Neglect History**
Website: [CT Background Checks](#)

**Contact Information for the CBCU**
If you have any questions about the background check process or information in this guide, contact: [CBCUBackgroundChecks@hhs.texas.gov](mailto:CBCUBackgroundChecks@hhs.texas.gov)
CT – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers
The CBCU does not require a separate Criminal History Check from Connecticut due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members
An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Delaware

DE – ABUSE AND NEGLECT HISTORY CHECK
Delaware has the same online process for child care and foster and adoptive purposes through an online portal and charges a $14 fee. Submit a request and payment to Delaware in the online portal.

Follow the steps below to request an Abuse and Neglect History Check from Delaware for Texas Child Care Regulation:

1) Download the DE Child Protection Registry Consent Form:
   - Fill in the fields with your personal identifying information
   - Select the checkbox in Part II – Requester Information for Individual Request – Self

2) Print out the DE Consent Form and sign and date it
   **Note:** If the person is under the age of 18, a parent or guardian must sign the form.

3) Scan the completed consent form and save it to a folder on your computer

4) Pull out a credit card as you will need it to pay the $14 fee

5) Go to the Delaware Child Protection Registry Request Web Portal
Note: You must use a Google Chrome or Safari web browser as this portal is not supported on Internet Explorer, Microsoft Edge, and other browsers.

6) Download the instructions for Individual Procedures and refer to it while following the steps below:

- **Registration**
  - Register as an individual by following steps 1-7 in this section of the instructions
  - Submit your request and upload the **DE Consent Form** by following steps 8-14
  - **Note:** You must enter the following Agency numbers to share your results with the CBCU:
    - Requesting Agency ID 1 – Enter “22115”
    - Requesting Agency Contact ID 1 – Enter “22314”

- **Payment for CPR Request** – Enter your credit card information to pay the $14 fee by following steps 1-5 in this section

- **CPR Results**
  - After DE sends you a *Child Protection Registry Notification*, log in to the portal
  - Click on the **Completed Requests** tab
  - In the **CPR Letter** column, select *Click here to download* to view and save the results letter to your computer

7) Send the results to the CBCU by either:

- Sending it as an email attachment (preferred) with the **Subject** line “Abuse and Neglect History Results for Delaware” to: **CBCUBackgroundChecks@hhs.texas.gov**
- Faxing it and entering “Abuse and Neglect History Results for Delaware” on the cover sheet to: 512-339-5871

Delaware provides the results in the online portal within ten business days.

**Contact Information for Delaware Abuse and Neglect History**

Website: [Delaware Child Protection Registry Request Web Portal](#)
Email: DSCYF.CHU.Portal@delaware.gov
Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

DE – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

Delaware requires the submission of fingerprints to perform a Criminal History Check for child care purposes and charges a $52 fee. Contact the CBCU to start the background check process.

Follow the steps below to request a Criminal History Check from Delaware for Texas Child Care Regulation:

1) Create an email with the Subject line “Criminal History Check Needed from Delaware” and provide the following information in the message:
   ▪ Your name
   ▪ Your Social Security Number
2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov
3) After the CBCU sends you the DE Criminal History Check Authorization Letter by email, print out the attached letter and sign it and date it
4) Contact a local law enforcement agency or visit the IdentoGO Fingerprint Card webpage and schedule an appointment to get fingerprinted on two FD-258 cards (See Fingerprinting Process for Out-of-State Checks for details)
   Note: You will submit one fingerprint card to Delaware and save one fingerprint card in case your fingerprints are rejected the first time and you must submit a second set of prints.
5) Fill in the fields on the FD-258 fingerprint card as follows:
   ▪ Enter your name and personal identifying information, including height, weight, and place of birth
   ▪ Signature of Person Fingerprinted – Enter your signature
   ▪ Reason Fingerprinted – Enter “TX Child Care Regulation”
6) Purchase a money order in the amount of $52 made payable to: Delaware State Police
7) Send the DE Criminal History Check Authorization Letter, fingerprint card, and payment by mail to:
Delaware State Police
State Bureau of Identification
P.O. Box 430
Dover, DE 19903

8) Send an email confirming that the request has been mailed to Delaware to: CBCUBackgroundChecks@hhs.texas.gov

Delaware sends the results to the CBCU by mail within several weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

If Delaware sends the results to you, please forward them to the CBCU by either:
- Scanning the results and sending them as an email attachment (preferred) with the Subject line “Criminal History Results for Delaware” to: CBCUBackgroundChecks@hhs.texas.gov
- Faxing it and entering “Criminal History Results for Delaware” on the cover sheet to: 512-339-5871

Contact Information for Delaware Criminal History
Website: Delaware State Police

Contact Information for the CBCU
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

Residential Child Care Employees or Foster and Adoptive Parents and Household Members
An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.
DC – Abuse and Neglect History Check

Day Care or Residential Care Employees and Volunteers

The District of Columbia (D.C.) processes Abuse and Neglect History checks for child care purposes through an online portal. Complete a request form and upload it with a copy of your ID to the D.C. portal.

Follow the steps below to request an Abuse and Neglect History Check from the District of Columbia for Texas Child Care Regulation:

1) Fill in the fields of the DC Child Protection Register Check Request Application form as follows:

   ▪ I. The Requestor Completes This Section
     o Selects the checkbox for New Request
     o Date Needed – Enter a date 14 days from the current date
     o Request Purpose – Select the checkbox for Employment suitability determination
     o Contact Name/Title – Enter “Cassandra Pearson, CBCU Inspector”
     o Organization Name – Enter “Texas Health and Human Services – CBCU”
     o Requestor Address – Enter “P.O. Box 149030 Mail Code 121-7 Austin, TX 78714-9030”
     o Requestor Phone # – Enter “512-919-7976”
     o Requestor Email – Enter “CBCUBackgroundChecks@hhs.texas.gov”

   ▪ II. The Applicant Completes This Section
     o Enter your personal identifying information, contact information, and current address
       Note: You MUST enter your Middle Name given at birth. If you do not have a middle name, enter “No Middle Name” in that field.
     o Other Names Used and Type of Name – Enter all nicknames and alternate names you have used
     o Household Members – List each person who currently lives with you by name, date of birth, and his or her relationship to you
OUT-OF-STATE RESOURCE GUIDE FOR CHILD CARE EMPLOYEES AND FOSTER AND ADOPTIVE PARENTS IN TEXAS

1. **Residency Information** – List all previous addresses for the last five years.
   - *Street Address* – Enter the street address
   - *City/State/Zip* – Enter the city, state, and zip code
   - *Start – End Dates* – Enter the approximate month and year you moved in and out of each residence.

   **Note:** There cannot be any gaps or overlaps in the timeframes for all your previous addresses within the last five years.

2. **Applicant Consent & Identity Verification**
   - *Applicant Printed Name* – Enter your name
   - *Applicant Signature* – Click on this field to enter a digital signature (See [How To Create A Digital Signature And Sign A Document With Adobe Reader DC](#)) or print out the form and sign it by hand
   - *Date* – Enter today’s date
   - Select the checkbox for *I will submit a color copy of the front of a government-issued, photo identification document with this application*

3) Save the request form to your computer using the following naming convention:
   ```
   [Your First Name]_[Last Name]_App_[mm-dd-yyyy]
   ```

4) Make a color copy of your driver’s license, state-issued ID, or passport –or use your cell phone to take a photo of your ID

5) Save a copy of your ID to your computer using the following naming convention:
   ```
   [Your First Name]_[Last Name]_ID_[mm-dd-yyyy]
   ```

6) Go to the CPR Request Application for a New Hire webpage

7) Scroll down to the Submit File(s) to CPR Check Request section

8) Click on the **Browse your device** link to locate and select the request form on your computer:
   - *Description* – Enter “Application for [Enter your first and last name]”
   - *Your Email Address* – Enter “CBCUBackgroundChecks@hhs.texas.gov”

9) Click the **Upload** button

10) Click on the **Browse your device** link to locate and select the copy of your ID on your computer:
    - *Description* – Enter “ID for [Enter your first and last name]”
    - *Your Email Address* – Enter “CBCUBackgroundChecks@hhs.texas.gov”

10) Click the **Upload** button
11) Send an email confirming that the request has been submitted to D.C. to: CBCUBackgroundChecks@hhs.texas.gov

The District of Columbia sends the results to the CBCU by email within 45 days.

**Contact Information for District of Columbia Abuse and Neglect History**

Website: [DC Child and Family Services Agency](https://www.dccfs.org/)
Phone: 202-727-8885
Email: cfsa.cpr@dc.gov

**Contact Information for the CBCU**

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

**Foster or Adoptive Parents and Household Members**

The District of Columbia (D.C.) processes Abuse and Neglect History checks for foster and adoptive purposes through an online portal. Complete a request form and upload it with a copy of your ID to the D.C. portal.

**Follow the steps below to request an Abuse and Neglect History Check from the District of Columbia for Texas Child Care Regulation:**

1) Fill in the fields of the [DC Child Protection Register Check Request Application](https://www.dccfs.org/) form as follows:

   - **I. The Requestor Completes This Section**
     - Selects the checkbox for *New Request*
     - *Date Needed* – Enter a date 14 days from the current date
     - *Request Purpose* – Select the checkbox for *Adoption/Guardianship/Foster Care/Kin Care*
     - *Contact Name/Title* – Enter “Cassandra Pearson, CBCU Inspector”
II. The Applicant Completes This Section

- Enter your personal identifying information, contact information, and current address

  **Note:** You MUST enter your *Middle Name* given at birth. If you do not have a middle name, enter “No Middle Name” in that field.

- **Other Names Used and Type of Name** – Enter all nicknames and alternate names you have used

- **Household Members** – List each person who currently lives with you by name, date of birth, and his or her relationship to you

- **Residency Information** – List all previous addresses since 2002.
  - **Street Address** – Enter the street address
  - **City/State/Zip** – Enter the city, state, and zip code
  - **Start – End Dates** – Enter the approximate month and year you moved in and out of each residence.

  **Note:** There cannot be any gaps or overlaps in the timeframes for all your previous addresses within the last five years.

- **Applicant Consent & Identity Verification**
  - **Applicant Printed Name** – Enter your name
  - **Applicant Signature** – Click on this field to enter a digital signature (See How To Create A Digital Signature And Sign A Document With Adobe Reader DC) or print out the form and sign it by hand
  - **Date** – Enter today’s date
  - Select the checkbox for *I will submit a color copy of the front of a government-issued, photo identification document with this application*

2) Save the request form to your computer using the following naming convention:

   ![Your First Name]_[Last Name]_App_[mm-dd-yyyy]

3) Make a color copy of your driver’s license, state-issued ID, or passport – or use your cell phone to take a photo of your ID

4) Save a copy of your ID to your computer using the following naming convention:
50

The District of Columbia sends the results to the CBCU by email within 45 days.

**Contact Information for District of Columbia Abuse and Neglect History**

Website: [DC Child and Family Services Agency](#)
Phone: 202-727-8885
Email: [cfsa.cpr@dc.gov](mailto:cfsa.cpr@dc.gov)

**Contact Information for the CBCU**

If you have any questions about the background check process or information in this guide, contact: [CBCUBackgroundChecks@hhs.texas.gov](mailto:CBCUBackgroundChecks@hhs.texas.gov)
DC – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

The District of Columbia (D.C) performs a name-based Criminal History Check and charges a $7 fee. Contact the CBCU to start the background check process.

Exceptions:

❖ Minors: The District of Columbia does not perform Criminal History Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this check.

Follow the steps below to request a Criminal History Check from the District of Columbia for Texas Child Care Regulation:

1) Create an email with the Subject line “Criminal History Check Needed from D.C.” and provide the following information in the message:
   ▪ Your name
   ▪ Your Social Security Number
2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov
3) After the CBCU sends you the DC Criminal History Check Request Letter by email, print out the attached request letter and sign it in the presence of a notary
4) Have the notary sign and seal the request letter
5) Purchase a money order in the amount of $7 made payable to: DC Treasurer
6) Address a stamped envelope to:

   Texas Health and Human Services –CBCU
   P.O. Box 149030 Mail Code: 121-7 ATTN: CPearson
   Austin, TX 78714-9030

7) Send the DC Criminal History Check Request Letter, Texas-addressed envelope, and payment by mail to:

   Metropolitan Police Department
   Criminal History Section
   300 Indiana Avenue, NW, Room 1075
   Washington, DC 20001

8) Send an email confirming that the request has been mailed to D.C. to:

   CBCUBackgroundChecks@hhs.texas.gov

51

Texas Health and Human Services

Revised October 27, 2021
The District of Columbia sends the results to the CBCU by mail within six weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

**Contact Information for District of Columbia Criminal History**

Website: [DC Metropolitan Police Department](#)

**Contact Information for the CBCU**

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

**Residential Child Care Employees or Foster and Adoptive Parents and Household Members**

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

---

**Florida**

**FL – ABUSE AND NEGLECT HISTORY CHECK**

**Day Care or Residential Care Employees and Volunteers**

Florida requires the CBCU to submit the request for child care purposes. Complete the request form and send it to the CBCU by email or fax.

**Exceptions:**

❖ **CPA Employees**: Florida requires employees of a Child Placing Agency (CPA) to use the request form and process for foster and adoptive purposes. If you are a CPA employee, please follow the instructions in the Foster or Adoptive Parents and Household Members section.
❖ **CPA Volunteers and Visitors:** Florida requires volunteers and visitors of a Child Placing Agency (CPA) to submit a *Public Records Request*. This includes visitors of a foster and adoptive home. If you are a CPA volunteer or visitor, please follow the instructions in the *Public Records Request for Florida Abuse and Neglect History* section.

**Follow the steps below to request an Abuse and Neglect History Check from Florida for Texas Child Care Regulation:**

1) Fill in the fields of the [FL Child Abuse History Record Request for Child Care Personnel Employment](#) as follows:
   - **To Be Completed By The Applicant** – Enter your information in this section
     - Was the applicant a resident of the State of Florida within the past 5 years? – Select Yes
     - Enter your personal identifying information
     - List your previous two addresses in Florida
     - Enter the approximate month and year you moved in and out of each residence
     - Signature of Applicant – Click on this field to enter a digital signature (see How To Create A Digital Signature And Sign A Document With Adobe Reader DC)
     - Date – Enter today’s date
   - **To Be Completed By The Requesting Agency** – Leave this section blank

2) Send the request form to the CBCU by:
   - Creating an email with the *Subject* line “Abuse/Neglect History Request for Florida”
   - Attaching the request form and sending the message to: [CBCUBackgroundChecks@hhs.texas.gov](mailto:CBCUBackgroundChecks@hhs.texas.gov)

3) After the CBCU sends you an email, fill in the fields of the attached [FL Applicant Release of Information Authorization Form](#) as follows:
   - Enter today’s date and your phone number
   - Applicant Signature – Click on this field to enter a digital signature (see How To Create A Digital Signature And Sign A Document With Adobe Reader DC)

4) Return the [FL Applicant Release of Information Authorization Form](#) to the CBCU by:
Creating an email with the *Subject* line “Abuse and Neglect History Release for Florida”

Attaching the release form and sending the message to: CBCUBackgroundChecks@hhs.texas.gov

Florida sends the results to the CBCU by email within seven to ten business days.

**Contact Information for Florida Abuse and Neglect History**

Website: Florida Records Requests & Public Records

**Contact Information for the CBCU**

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

**Foster or Adoptive Parents and Household Members**

Florida requires the CBCU to submit the request for CPA employees and foster and adoptive purposes. Complete the request form and send it to the CBCU by email or fax.

**Exceptions:**

- **Florida Address:** Florida requires foster and adoptive parents and household members with a current Florida address to submit a *Public Records Request*. If you have a Florida address, please follow the instructions in the *Public Records Request for Florida Abuse and Neglect History* section.

- **Foster and Adoptive Home Visitors:** Florida requires visitors of a foster and adoptive home to submit a *Public Records Request*. If you are a visitor of a foster and adoptive home, please follow the instructions in the *Public Records Request for Florida Abuse and Neglect History* section.

Follow the steps below to request an *Abuse and Neglect History Check from Florida* for Texas Child Care Regulation:
1) Fill in the fields of the FL Child Abuse History Record Request for Child Placement - Adam Walsh as follows:

- **To Be Completed By The Applicant** – Enter your information in this section
  - Was the applicant a resident of the State of Florida within the past 5 years? – Select Yes
  - Enter your personal identifying information
  - List your previous two addresses in Florida
  - Enter the approximate month and year you moved in and out of each residence
  - **Signature of Applicant** – Click on this field to enter a digital signature (see How To Create A Digital Signature And Sign A Document With Adobe Reader DC)
  - **Date** – Enter today’s date

- **To Be Completed By The Requesting Agency** – Leave this section blank

2) Send the request form to the CBCU by:

- Creating an email with the **Subject** line “Abuse and Neglect History Request for Florida”
- Attaching the request form and sending the message to: CBCUBackgroundChecks@hhs.texas.gov

Florida sends the results to the CBCU by email within seven to ten business days.

**Public Records Request for Florida Abuse and Neglect History**

Florida requires foster and adoptive parents and household members who have a current Florida address -and all CPA volunteers and visitors -to submit a **Public Records Request**. Submit the request online and forward the results to the CBCU by email.

**Note:** The **Public Records Request** process is only used when the person who needs a check for foster and adoptive purposes has a current Florida address -or if the person is a CPA volunteer or visitor. (This includes visitors of a foster and adoptive home).
Please follow the steps below to submit a Public Records Request from Florida for Texas Child Care Regulation:

- Go to the FL Public Records Request website
- Create an Account
- Make a copy or take a photo of your Driver’s License, State ID, or Passport
- Submit a Request for your records online as follows:
  - **Describe the Record(s) Requested** – Enter:
    - I must complete a background check for Texas Child Care Regulation. Please provide me with the results of this Public Records search.
  - Enter your personal information
  - **Preferred Method to Receive Records** – Select the radio button for Electronic via Records Center
  - Attach a copy of your photo ID
- Florida sends the results to you by email within a couple of weeks
- Forward the results to the CBCU by:
  - Creating an email with the *Subject* line “Public Records Request Results from Florida”
  - Sending the results to: CBCUBackgroundChecks@hhs.texas.gov

---

**Contact Information for Florida Abuse and Neglect History**

Website: Florida Records Requests & Public Records

**Contact Information for the CBCU**

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

**FL – CRIMINAL HISTORY CHECK**

**Day Care Employees and Volunteers**

The CBCU does not require a separate Criminal History Check from Florida due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.
Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Georgia

GA — Abuse and Neglect History Check

Day Care or Residential Care Employees and Volunteers

Georgia does not have a Central Registry and does not process background checks for child care purposes. The CBCU clears these background checks in our system so no further action is required.

Foster or Adoptive Parents and Household Members

Georgia requires the CBCU to submit the request for foster and adoptive purposes. Complete the request form and send it to the CBCU by email or fax.

Exceptions:

❖ **Minors**: Georgia does not perform Abuse and Neglect History Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this check.

❖ **CPA Employees and Volunteers**: Georgia does not perform checks for Child Placing Agency (CPA) employees and volunteers. If the person is in the role of a CPA employee or volunteer, no further action is required.

❖ **Foster and Adoptive Home Visitors**: Georgia does not perform checks for visitors of a foster and adoptive home. If the person is in the role of a visitor, no further action is required.
Follow the steps below to request an Abuse and Neglect History Check from Georgia for Texas Child Care Regulation:

1) Save the GA CPS Screening Request form to your computer to enable the Fill & Sign feature and fill in the fields as follows:
   - **Note:** Entries in the request form must be typewritten and your signature must be handwritten.
     - **Agency Requesting Screening Information** – Leave blank
     - **Information on Person to be Screened (Applicant)** – Enter your personal identifying information and list all previous addresses for the last five years and the approximate month and year you moved in and out of each residence
     - **Current Household Members Only (To be completed by Foster Care/Adoptions Applicants Only)** – Enter the names and identifying information for all people who currently live in your home
     - Print out the request form and sign and date it

2) Return the request form to the CBCU by either;
   - Scanning the form and sending it as an email attachment (preferred) with the Subject line “Abuse and Neglect History Request for Georgia” to: CBCUBackgroundChecks@hhs.texas.gov
   - Faxing it and entering “Abuse and Neglect History Request for Georgia” on the cover sheet to: 512-339-5871

Georgia sends the results to the CBCU by email within 30 days.

**Contact Information for Georgia Abuse and Neglect History**

Website: [Georgia Child Abuse Registry - CPSIS](https://cpsis.georgia.gov/)

**Contact Information for the CBCU**

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov
Day Care Employees and Volunteers
The CBCU does not require a separate Criminal History Check from Georgia due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members
An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Guam

GU – ABUSE AND NEGLECT HISTORY CHECK
Guam has the same process for child care and foster and adoptive purposes. Contact the CBCU to start the background check process.

Follow the steps below to request an Abuse and Neglect History Check from Guam for Texas Child Care Regulation:

1) Create an email with the Subject line “Abuse and Neglect History Check Needed from Guam” and provide the following information in the message:
   ▪ Your name
   ▪ Your Social Security Number
2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov
3) After the CBCU sends you the GU Release Letter by email, print out the letter and sign it and date it
4) Return the GU Release Letter to the CBCU either by:
   ▪ Scanning the form and sending it as an email attachment (preferred) with the Subject line “Abuse and Neglect History Request for Guam” to: CBCUBackgroundChecks@hhs.texas.gov
Faxing it and entering “Abuse and Neglect History Request for Guam” on the cover sheet to: 512-339-5871

Guam sends the results to the CBCU by email within several weeks.

**Contact Information for Guam Abuse and Neglect History**

Bureau of Social Services Administration  
Department of Public Health & Social Services  
194 Hernan Cortez Avenue Hagatna, Guam 69610  
Phone: 671-475-2653 or 671-475-2672

**Contact Information for the CBCU**

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

**GU — CRIMINAL HISTORY CHECK**

**Day Care Employees and Volunteers**

Guam performs name-based Criminal History Checks for child care purposes and charges a $15 fee. Contact the CBCU to start the background check process.

**Follow the steps below to request a Criminal History Check from Guam for Texas Child Care Regulation:**

1) Create an email with the *Subject* line “Criminal History Check Needed from Guam” and provide the following information in the message:
   - Your name
   - Your Social Security Number
2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov  
3) After the CBCU sends you the *GU Criminal History Request Letter* by email, print out the request letter
4) Sign and date the *GU Criminal History Request Letter* in the presence of a notary
5) Have the notary sign and seal the **GU Criminal History Request Letter**
6) Purchase a cashier’s check or money order in the amount of $15 made payable to: **Treasurer of Guam**
7) Make a copy of your driver’s license, passport, or government-issued ID
8) Address an empty stamped envelope to:

   Texas Health and Human Services –CBCU  
P.O. Box 149030 Mail Code: 121-7 ATTN: C Pearson  
Austin, TX 78714-9030

9) Send the **GU Criminal History Request Letter**, Texas-addressed and stamped envelope, copy of your ID, and payment by mail to:

   Chief of Police  
   Guam Police Department/Police Clearances  
P.O. Box 23909 GMF  
Barrigada, Guam 96921

10) Send an email confirming that the request has been mailed to Guam to:  
    [CBCUBackgroundChecks@hhs.texas.gov](mailto:CBCUBackgroundChecks@hhs.texas.gov)

Guam sends the results to the CBCU by mail within several weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

**Contact Information for Guam**

Guam Police Department  
Website: [GPD: Police Clearance](https://www.gpd.gu.gov/gu/Police-Clearance)  
Headquarters Phone: 671-472-8911  
Records & Identification Phone: 671-475-8498

**Contact Information for the CBCU**

If you have any questions about the background check process or information in this guide, contact: [CBCUBackgroundChecks@hhs.texas.gov](mailto:CBCUBackgroundChecks@hhs.texas.gov)
Residential Child Care Employees or Foster and Adoptive Parents and Household Members
An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Hawaii

HI – ABUSE AND NEGLECT HISTORY CHECK
Hawaii has the same process for child care and foster and adoptive purposes. Complete the request form and submit it the CBCU by email or fax.

Follow the steps below to request an Abuse and Neglect History Check from Hawaii for Texas Child Care Regulation:

1) Save the HI Protective Service Central Registry Consent form as a PDF to your computer
2) Open the request form from your computer to enable the Fill & Sign feature or print out the request form and fill in the fields as follows (use print):
   - Enter your name on the first line
   - Name of Individual or Organization – Enter “Texas Health and Human Services – CBCU”
   - Relationship – Enter the appropriate option:
     o “Child Care Regulation”
     o “Foster/Adoption”
   - Address – Enter “P.O. Box 149030 Mail Code: 121-7 ATTN: CPearson Austin, TX 78714-9030”
   - Phone Number – Enter “512-919-7968”
   - My Date of Birth – Enter your DOB
   - My Social Security Number – Enter your SSN
   - Any Alias, Former Name, Including Maiden Name – Enter all alternate names you have used
3) Send the request form to the CBCU by either:
Scanning the form and sending it as an email attachment (preferred) with the Subject line “Abuse and Neglect History Request for Hawaii” to: CBCUBackgroundChecks@hhs.texas.gov

Faxing it and entering “Abuse and Neglect History Request for Hawaii” on the cover sheet to: 512-339-5871

Hawaii sends the results to the CBCU by email within several weeks.

**Contact Information for Hawaii Abuse and Neglect History**
Website: Hawaii CPS Central Registry

**Contact Information for the CBCU**
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

**HI – CRIMINAL HISTORY CHECK**

**Day Care Employees and Volunteers**
The CBCU does not require a separate Criminal History Check from Hawaii due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.

**Residential Child Care Employees or Foster and Adoptive Parents and Household Members**
An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.
Idaho

ID – ABUSE AND NEGLECT HISTORY CHECK

Idaho has the same process for child care and foster and adoptive purposes and charges a $20 fee. Complete the request form and submit it with payment to Idaho by mail.

Follow the steps below to request an Abuse and Neglect History Check from Idaho for Texas Child Care Regulation:

1) Fill in the fields of the ID Child Protection Registry Check Form as follows:
   - **Person Being Checked Out**
     - Last Name – Enter your last name
     - First Name – Enter your first name
     - Maiden/Former Name(s)/Aliases – Enter all alternate names you have used
     - Date of Birth – Enter your DOB
     - Social Security Number – Enter your SSN
   - **Agency Information**
     - Licensing Agency/Employer Name – Enter “Texas Health and Human Services – CBCU”
   - **Return Results To**
     - Name – Enter “Texas Health and Human Services – CBCU ATTN: CPerson”
     - Street/PO Box – Enter “P.O. Box 149030 Mail Code: 121-7”
     - City/State/Zip – Enter “Austin, TX 78714-9030”
     - Email – Enter “Julianna.Crighton@hhs.texas.gov”
     - Fax Number – Enter “512-339-5871”
   - **Reason for Request** – Select the appropriate checkbox based on your role
     - Foster Care/Adoption/ICPC – If you are a foster or adoptive parent or household member in a foster/adoptive home
     - Child Care Employment – If you are a child care employee, volunteer, or household member in a child care home

2) Print out the request form and sign it in the presence of a notary
3) Have the notary sign and seal the request form
4) Write a check or money order in the amount of $20 made payable to:  
   *Idaho Department of Health and Welfare*

5) Send the request form and payment by mail to:

   IDHW – Criminal History Unit  
   ATTN: CWIS  
   P.O. Box 83720  
   Boise, ID 83720

6) Send an email confirming that the request has been mailed to Idaho to:
   
   CBCUBackgroundChecks@hhs.texas.gov

---

Idaho sends the results the CBCU by email within several weeks.

**Contact Information for Idaho Abuse and Neglect History**

Website: Idaho Criminal History Unit  
Email: crimhist@dhw.idaho.gov  
Phone: 208-334-5700

**Contact Information for the CBCU**

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

**ID – CRIMINAL HISTORY CHECK**

**Day Care Employees and Volunteers**

The CBCU does not require a separate Criminal History Check from Idaho due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.
Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Illinois

IL – ABUSE AND NEGLECT HISTORY CHECK

Illinois has the same process for child care and foster and adoptive purposes. Complete the request form and submit it to Illinois by email or fax.

Follow the steps below to request an Abuse and Neglect History Check from Illinois for Texas Child Care Regulation:

1) Fill in the fields of the IL Authorization for Background Check as follows:
   ▪ Name – Enter your last, first, and middle name
   ▪ Date of Birth – Enter your DOB as mm/dd/yyyy
   ▪ Gender – Select the appropriate checkbox
   ▪ Race – Enter your race
   ▪ Current Address – Enter your current mailing address
   ▪ List all previous addresses in Illinois and the months and years in which you resided at each address
   ▪ List all maiden names, nicknames, and alternate names you have used
   ▪ Submitting Agency Fax Number – Enter “512-339-5871”
   ▪ Submitting Email Address – Enter “CBCUBackgroundChecks@hhs.texas.gov”
   ▪ Agency Name – Enter “Texas Health and Human Services – CBCU”
   ▪ Contact Person – Enter “Cassandra Pearson”
   ▪ Address – Enter “P.O. Box 149030 Mail Code: 121-7”
   ▪ City/State/Zip – Enter: “Austin, Texas 78714-9030”

2) Print out the request form and sign and date it
   Note: Your signature MUST be handwritten. Illinois rejects request forms that are not signed by hand.

3) Send the request form to Illinois by either:
OUT-OF-STATE RESOURCE GUIDE FOR CHILD CARE EMPLOYEES AND FOSTER AND ADOPTIVE PARENTS IN TEXAS

- Scanning it and sending it as an email attachment with the *Subject* line “Out-of-State Request” to: DCFS.689Background@Illinois.gov
- Faxing it and entering “Out-of-State Request” on the cover sheet to 217-782-3991

Illinois sends the results to the CBCU by email within a couple of weeks.

**Contact Information for Illinois Abuse and Neglect History**
Website: [IL Provider Background Checks](#)

**Contact Information for the CBCU**
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

**IL – CRIMINAL HISTORY CHECK**

**Day Care Employees and Volunteers**
Illinois processes name-based Criminal History Checks through an online portal and charges a $16 fee. Submit a request to Illinois in the online portal.

**Follow the steps below to request a Criminal History Check from Illinois for Texas Child Care Regulation:**

Name-based checks are available online through a two-step process. You must first **Get a Digital ID** from Illinois. You then use that Digital ID to **Register with IL Chirp** and **Request a Criminal History Check**.

**Get a Digital ID** – You must first obtain a Digital ID in order to access the Illinois Criminal History Information Response Process (IL CHIRP) website:

- Go to the [IL CHIRP](#) website and click the link to *Get a Digital ID*
Click on the Get a Digital ID button
Select the button based on whether you have an Illinois ID or remember your Illinois ID number:

**Note:** If you remember your Illinois ID number, this step of the process takes less time as Illinois is able to verify your identity in the system.

- If Yes –
  - Select the Illinois Resident Accept button
  - Fill in the fields on the Resident registration page with information exactly as it appears on your Illinois Driver’s License or Illinois-issued ID
- If No –
  - Select the Non-Illinois Resident Accept button
  - Fill in the fields on the Non-resident registration page with information exactly as it appears on your Driver’s License or current state-issued ID
  - Print the completed form and sign it in the presence of a notary
  - Mail the notarized application to the address listed on the form
  - After Illinois processes your application for a Digital ID, Illinois sends you the following:
    - A Reference Number by email
    - An Authorization Code by postal mail to the address listed on your application
  - Return to the Digital ID Registration and Recovery webpage
  - Use both the Reference Number and Authorization Code to complete your registration.
  - Select a User Name and Password for your Digital ID

Register with IL CHIRP – Once you have a Digital ID, register with the IL CHIRP website:

- Go to the IL CHIRP website and enter the Username and Password associated with your Digital ID
- Click the Register Here button to register as a Public User (No ORI number is required):
  - Accept the terms and conditions
  - Provide your name and contact information
  - Provide a valid email address – This will be used to log in
  - Create a password.
  - Select your secret question and answer.
Follow the activation instructions sent to your email account.
- Refer to the Troubleshooting Guide if you have issues registering

**Request a Criminal History Check** – After you have registered, access IL CHIRP to submit a background check request:
- Go to the IL CHIRP website and enter the Email and Password associated with your CHIRP Login
- Hover your cursor over Create Inquiry then select Add Inquiry from the menu displayed
- Enter your credit card or eCheck information in the Payment Type section
- Enter your personal information in the Subject Information section
- Click on the Save Inquiry button
- Click on the View Cart button to submit the request and check out
- On the Welcome to Chirp webpage, hover your cursor over the Check Status tab and select My UCIA Inquiries from the menu displayed

**Confirm Submission of Request** – After you have submitted the request online:
- Send an email confirming that the request has submitted online to Illinois to: CBCUBackgroundChecks@hhs.texas.gov

**Submit Results to the CBCU** – After Illinois provides the results to you online:
- Save or print your criminal history results and send them to the CBCU by either:
  - Scanning and sending the results as an email attachment (preferred) or with the Subject line “Criminal History Results for Illinois” to: CBCUBackgroundChecks@hhs.texas.gov
  - Faxing the results and entering “Criminal History Results for Illinois” on the cover sheet to: 512-339-5871

Illinois provides the results in the online portal within 30–40 days.

**Contact Information for Illinois Criminal History**
Website: IL Criminal History Background Checks
Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Indiana

IN – Abuse and Neglect History Check

Day Care or Residential Child Care Employees or Volunteers

Indiana uses the same request form to process Abuse and Neglect History Checks and Criminal History Checks for child care purposes. Indiana requires the CBCU to submit the request. Contact the CBCU to start the background check process.

Note: You only need to complete one request form for both of your Indiana checks. Indiana processes both background checks using the same request form and sends both sets of results to the CBCU.

Follow the steps below to request an Abuse and Neglect History Check from Indiana for Texas Child Care Regulation:

1) Create an email with the Subject line “Background Check Needed from Indiana” and provide the following information in the message:
   - Your name
   - Your Social Security Number
   - Your last address in Indiana and other previous Indiana addresses in the last five years along with the approximate month and year you moved in and out of each residence
2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov
3) After the CBCU sends you the **IN Consent to Release Information** form by email, print out the request form and sign it and date it (at the bottom of the middle section)
   **Note:** A parent or guardian signature is also required for anyone under the age of 18
4) Return the request form to the CBCU by either:
   - Scanning the form and sending it as an email attachment (preferred) with the **Subject** line “Background Check Request for Indiana” to: CBCUBackgroundChecks@hhs.texas.gov
   - Faxing it and entering “Background Check Request for Indiana” on the cover sheet to 512-339-5871

---

**Contact Information for Indiana Abuse and Neglect History**

Office of Early Childhood and Out of School Learning

Website:
- Indiana Family and Social Services Administration
- IN Background Check Requirements

**Contact Information for the CBCU**

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

**Foster or Adoptive Parents and Household Members**

Indiana processes Abuse and Neglect History checks for foster and adoptive purposes through an online portal. Contact the CBCU to start the background check process.

**Follow the steps below to initiate an Abuse and Neglect History Check from Indiana for Texas Child Care Regulation:**

1) Create an email with the **Subject** line “Abuse and Neglect History Check Needed from Indiana” and provide the following information in the message:
   - Your name
▪ Your Social Security Number

2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov

3) Indiana will send you two email messages within a couple of business days from KidTraks@dcs.in.gov (Check your Spam or Junk folder):
   ▪ One message contains a link
   ▪ One message contains a password

4) Use the link and the password to access the Indiana system online and fill in the fields of the request form
   Note: You will need to list all your addresses from 1/1/1988 or from your Date of Birth (if born after 1988). If you are unsure about exact dates, just estimate as best you can. The dates must be continuous and there cannot be any gaps. If you cannot remember the exact address for a particular timeframe, list the city and state and approximate dates of residence.

5) Submit the request in the online portal

Indiana provides the results to the CBCU in the online portal within ten business days.

Contact Information for Indiana Abuse and Neglect History
Website: Indiana CPI/CPS Portal

Contact Information for the CBCU
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

IN – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers
Indiana uses the same request form to process Abuse and Neglect History Checks and Criminal History Checks for child care purposes. Indiana requires the CBCU to submit the request. Contact the CBCU to start the background check process.
Note: You only need to complete one request form for both of your Indiana checks. Indiana processes both background checks using the same request form and sends both sets of results to the CBCU.

Follow the steps below to request a Criminal History Check from Indiana for Texas Child Care Regulation:

1) Create an email with the Subject line “Background Check Needed from Indiana” and provide the following information in the message:
   - Your name
   - Your Social Security Number
   - Your last address in Indiana and other previous Indiana addresses in the last five years along with the approximate month and year you moved in and out of each residence
2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov
3) After the CBCU sends you the IN Consent to Release Information form by email, print out the request form and sign it and date it (at the bottom of the middle section)
   Note: A parent or guardian signature is also required for anyone under the age of 18
4) Return the request form to the CBCU by either:
   - Scanning the form and sending it as an email attachment (preferred) with the Subject line “Background Check Request for Indiana” to: CBCUBackgroundChecks@hhs.texas.gov
   - Faxing it and entering “Background Check Request for Indiana” on the cover sheet to: 512-339-5871

Indiana sends the results to the CBCU by email.

Contact Information for Indiana Criminal History
Website: Indiana Background Check Requirements
Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Iowa

IA – Abuse and Neglect History Check

Iowa has the same process for child care and foster and adoptive purposes and requires the CBCU to submit the request. Contact the CBCU to start the background check process.

Follow the steps below to request an Abuse and Neglect History Check from Iowa for Texas Child Care Regulation:

1) Create an email with the Subject line “Abuse and Neglect History Check Needed from Iowa” and provide the following information in the message:
   - Your name
   - Your Social Security Number

2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov

Iowa sends the results to the CBCU by email within ten business days.

Contact Information for Iowa Abuse and Neglect History

Website: Iowa Child Care Out-of-State Requests for Information
Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

IA – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

The CBCU does not require a separate Criminal History Check from Iowa due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Kansas

KS – ABUSE AND NEGLECT HISTORY CHECK

Kansas has the same process for child care and foster and adoptive purposes and does not charge a fee for requests submitted by the CBCU. Complete the request form and send it to the CBCU by email or fax.

Follow the steps below to request an Abuse and Neglect History Check from Kansas for Texas Child Care Regulation:

1) Save the KS Child Abuse and Neglect Central Registry Release of Information form as a PDF to your computer
2) Open the request form from your computer to enable the Fill & Sign feature or print out the request form and fill in the fields as follows (use print):
   ▪ Contact Person – Enter “Vicki Persky”
   ▪ Agency/Org – Enter “Texas Health and Human Services –CBCU”
Phone # – Enter “512-919-7953”  
Address – Enter “P.O. Box 149030 Mail Code: 121-7”  
Email – Enter “CBCUBackgroundChecks@hhs.texas.gov”  
City/State/Zip – Enter “Austin, TX 78714-9030”  
Return Results by – Select the checkbox for Encrypted email

Payment/Account Information – Select the checkbox for Exempt

Note: Kansas does NOT charge a fee for requests submitted by the CBCU so do not pay the fee online or send a check by mail.

First, Middle, Last Name – Enter your first, middle, and last name

Select both Yes checkboxes indicating permission to release the information to the CBCU annually

Other Names Used – Enter all alternate names you have used. If you have no alternate names, enter “N/A”.

Date of Birth – Enter your DOB

Race – Enter your race

Social Security # – Enter your SSN

Gender – Select the appropriate checkbox

Current Address – Enter your current address

City, State, Zip – Enter your city, state, and zip code

Phone – Enter your phone #

Email – Enter your email address

Signature – Click on this field to enter a digital signature (See How To Create A Digital Signature And Sign A Document With Adobe Reader DC)

Date – Enter today’s date

3) Send the request form to the CBCU by either:

Sending it as an email attachment (preferred) with the Subject line “Abuse and Neglect History Request for Kansas” to:
CBCUBackgroundChecks@hhs.texas.gov

Faxing it and entering “Abuse and Neglect History Request for Kansas” on the cover sheet to 512-339-5871

Kansas sends the results to the CBCU by email within several business days.

Contact Information for Kansas Abuse and Neglect History

Website:  

76

Texas Health and Human Services  

Revised October 27, 2021
❖ Child Care: KS Child Abuse and Neglect Central Registry
❖ Foster/Adoption: KS Adam Walsh Central Registry Requests

Contact Information for the CBCU
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

KS – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers
The CBCU does not require a separate Criminal History Check from Kansas due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members
An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Kentucky

KY – ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Care Employees and Volunteers
Kentucky processes Abuse and Neglect History checks for child care purposes through an online portal and charges a $10 fee. Submit a request to Kentucky in online portal.

Follow the steps below to request an Abuse and Neglect History Check from Kentucky for Texas Child Care Regulation:
Kentucky provides background checks online through a two-step process. You must first Create a Kentucky Online Gateway Account. You then log into your account and
select the CAN Payment and Verification to submit a request for an Abuse and Neglect History Check.

Create a Kentucky Online Gateway Account
- Go to the KY Online Gateway and click on the Create Account button to create a new account. (If you already have an account, click the Sign In button and skip to the Can Payment and Verification section below)
- Follow the steps in the KY Online Gateway Onboarding instructions to create an account
- After Kentucky sends you an email, click on the activation link in your confirmation email

CAN Payment and Verification
- Return to the KY Online Gateway webpage and click the Sign In button
- Select the letter C from the alphabet list and select the CAN Payment and Verification application and click the Launch button (Refer to the KY Online Gateway Onboarding instructions)
- Click on the Form tab at the top of the page to display a dropdown menu and select Child Care Central Registry Check (DCC-374)
- Enter information in the different sections of the request form as follows:
  - **Child Care Central Registry Check** section: Select the checkbox for Out of State Child Care Employee
  - **Personal Information** section: Enter your personal identifying information
    - **Note:** You must enter your full middle name. If you do not have a middle name, enter “N/A” in that field. If you do not have a Maiden/Nick Name/Other, enter “N/A” in that field.
  - **Current Address:**
    - Enter your current address
    - **Living at the current address longer than 5 Years?** – Select the “No” radio button
  - **Previous Address:**
    - Click the +Previous Address button
    - Enter your previous address in Kentucky
    - Repeat this process until all previous addresses in which you have resided in the last five years are entered
  - **Employer/Agency Information:**
Select the checkbox which states *In addition to receiving the results myself, I authorize the Cabinet for Health and Family Services to share the results with the following employer or agency*

- **Name** – Enter “Texas Health and Human Services – CBCU”
- **Email Address** – Enter “CBCUBackgroundChecks@hhs.texas.gov”
- **Address Line 1** – Enter “P.O. Box 149030”
- **Address Line 2** – Enter “Mail Code: 121-7”
- **City** – Enter “Austin”
- **State** – Select “Texas” from the dropdown menu
- **Zip Code** – Enter “78714-9030”

**View/Upload Documents**
- Scan and save a copy of a form of ID to your computer – or use your cell phone to take a photo of your ID and save it to your computer (Driver’s license, state-issued ID, birth certificate, Social Security card, individual taxpayer ID, passport, or work ID)
- **Document Description** – Enter a title for the type of ID
- Click the **Browse** button to locate and select the copy of the ID saved to your computer
- Click the **Upload** button to add the copy of your ID to the request
- Click the **Save** button
- Click the **Submit** button

**Confirm Submit** – Click the **Submit** button

**Customer** section:
- Select the radio button for **Pay by Credit/Debit Card**
- Click the **Proceed to E Sign** button

**E-Signature** section:
- Review your request to ensure all information is entered correctly and a copy of your ID has been uploaded
- Click the **Sign & Pay** button

**Receipt** section:
- Enter your credit or debit card information
- Enter your email address to receive a copy of your receipt by email
- Select the **Next** button
- Review your payment information to ensure it is correct and click the **Pay Now** button

A confirmation screen appears and an email will be sent to the address you listed.
Confirm Submission of Request

▪ Send an email confirming that the request has submitted online to Kentucky to: CBCUBackgroundChecks@hhs.texas.gov

Kentucky provides the results to the CBCU in the online portal within 30 days.

Contact Information for Kentucky Abuse or Neglect History

Website: KY National Background Check Program

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

Foster or Adoptive Parents and Household Members

Kentucky requires the CBCU to submit the request for foster and adoptive purposes and does not charge a fee. Contact the CBCU to start the background check process.

Follow the steps below to request an Abuse and Neglect History Check from Kentucky for Texas Child Care Regulation:

1) Create an email with the Subject line “Abuse and Neglect History Check Needed from Kentucky” and provide the following information in the message:
   ▪ Your name
   ▪ Your Social Security Number
   ▪ Your previous address in Kentucky with the approximate month and year you moved in and out of this residence
2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov

Kentucky sends the results to the CBCU by email within several weeks.
Contact Information for Kentucky Abuse or Neglect History

Website: KY National Background Check Program

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

KY – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers
Kentucky processes name-based Criminal History Checks for child care purposes and charges a $20 fee. Complete the request form and send it with payment to Kentucky by mail.

Follow the steps below to request a Criminal History Check from Kentucky for Texas Child Care Regulation:

1) Fill in the fields of the KY Request for Conviction Records form as follows:
   - **Agency/Organization Name and Address** – Enter “Texas Health and Human Services – CBCU”
   - **Name** – Enter your full name
   - **Address** – Enter your current address
   - **Sex** – Enter your sex
   - **Race** – Enter your race
   - **Date of Birth** – Enter your DOB
   - **Soc Sec No** – Enter your SSN
2) Print out the request form and sign and date it in the presence of a witness
3) Have the witness sign and date the request form
4) Address a stamped envelope to yourself
5) Address a stamped envelope to:
   
   **Texas Health and Human Services – CBCU**
   P.O. Box 149030 Mail Code: 121-7 ATTN: VPersky
   Austin, TX 78714-9030

6) Write a check or money order in the amount of $20 made payable to:
   *Kentucky State Treasurer*
7) Send the request form, both stamped and addressed envelopes, and payment by mail to:

Kentucky State Police  
Criminal Identifications and Records Branch  
Criminal Records Dissemination Section  
1266 Louisville Road  
Frankfort, KY 40601

8) Send an email confirming that the request has been mailed to Kentucky to:  
CBCUBackgroundChecks@hhs.texas.gov

Kentucky sends the results to the CBCU by mail within ten business days. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

**Contact Information for Kentucky Criminal History**

Website: KY Background Check Forms

**Contact Information for the CBCU**

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

**Residential Child Care Employees or Foster and Adoptive Parents and Household Members**

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.
LA – ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Care Employees and Volunteers

Louisiana processes Abuse and Neglect History Checks for child care purposes through an online portal and charges a $25 fee. Louisiana requires child care providers and residential child care operations to submit the request in the portal and pay the $25 fee.

**Note:** Louisiana is the only state for which child care providers and residential child care operations submit the request and receive the results.

**Exceptions:**

- **Minors:** Louisiana does not perform Abuse and Neglect History Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this check.
- **Listed Family Home Operations and CPA Employees, Volunteers and Visitors:** Louisiana does not allow Listed Family Home (LFH) Operations and Child Placing Agencies (CPA) to register in their portal. If the check is needed for a person at an LFH or CPA, no further action is required for this check.

**Follow the steps below to initiate an Abuse and Neglect History Check from Louisiana for Texas Child Care Regulation:**

1) Create an email with the **Subject** line “Abuse and Neglect History Check Needed from Louisiana” and provide the following information in the message:
   - Your name
   - Your Social Security Number
2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov

Louisiana requires the child care operation to register in their background check portal and submit the request. The CBCU will send the instructions for how to do this to the child care operation by email. Please follow-up with the child care operation to complete this check.
The **Child Care or Residential Child Care Operation**:

1) Registers in the Louisiana online portal (by following the instructions sent by the CBCU)
2) Submits the request in the portal
3) After Louisiana provides the results to the operation in the portal, the operation sends a copy of the results to the CBCU by either:
   - Sending it as an email attachment (preferred) with the *Subject* line “Abuse and Neglect History Results for Louisiana” to: CBCUBackgroundChecks@hhs.texas.gov
   - Faxing it and entering “Abuse and Neglect History Results for Louisiana” on the cover sheet to: 512-339-5871

Louisiana provides the results to the child care or residential child care operation in the online portal within ten business days. The operation must forward the results to the CBCU by email or fax.

**Contact Information for the CBCU**

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

**Foster or Adoptive Parents and Household Members**

Louisiana requires the request for foster and adoptive purposes to be submitted by the CBCU through an online portal. Contact the CBCU to start the background check process.

**Exceptions:**

- **Minors**: Louisiana does not perform Abuse and Neglect History Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.
- **Visitors**: Louisiana does not perform Abuse and Neglect History Checks for visitors of a foster/adoptive home. If the check is needed for a visitor, no further action is required for this check.
Follow the steps below to request an Abuse and Neglect History Check from Louisiana for Texas Child Care Regulation:

1) Create an email with the Subject line “Abuse and Neglect History Check Needed from Louisiana” and provide the following information in the message:
   - Your name
   - Your Social Security Number
2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov
3) After the CBCU sends you the LA Child Abuse and Neglect Request and Consent Request form by email, save the form to your computer to enable the Fill & Sign feature or print out the request form and fill in the fields as follows (use print):
   - Place of Birth (city) – Enter the city in which you were born
   - Place of Birth (state) – Enter the state in which you were born
   - Identification Expiration Date – Enter the date your ID expires
   - Marital Status – Enter whether you are married, single, divorced or widowed
   - If you are married, fill in the following fields:
     o Spouse (name)
     o Spouse (DOB)
     o Spouse (race)
   - If you are divorced, fill in the following fields:
     o Previous Spouse (name)
     o Previous Spouse (DOB)
     o Previous Spouse (race)
   - If you are divorced, enter your previous spouse’s name, date of birth, and race (if you have two prior marriages, enter information for both previous spouses)
   - List previous addresses for the past 5 years – Enter all addresses in which you have resided in the last five years
   - List children that the person has been responsible for – Enter the name, DOB, SSN, and race for each child that has been in your care
4) Print out the request form and sign and date section III
5) Make a copy of your driver’s license or state-issued ID
6) Send the request form and copy of your ID to the CBCU by either:
   - Scanning the form and sending it as an email attachment (preferred) with the Subject line “Abuse and Neglect History Request for Louisiana” to: CBCUBackgroundChecks@hhs.texas.gov
Faxing it and entering “Abuse and Neglect History Request for Louisiana” on the cover sheet to 512-339-5871.

Louisiana provides the results to the CBCU in the online portal within ten business days.

**Contact Information for Louisiana Abuse or Neglect History**

Website: [LA Child Abuse/Neglect Background Checks](#)
Background Check Portal: [Louisiana Child Abuse and Neglect Clearance System](#)
Email: [DCFS.ChildProtectiveServices.DCFS@la.gov](mailto:DCFS.ChildProtectiveServices.DCFS@la.gov)

**Contact Information for the CBCU**

If you have any questions about the background check process or information in this guide, contact: [CBCUBackgroundChecks@hhs.texas.gov](mailto:CBCUBackgroundChecks@hhs.texas.gov)

**LA – CRIMINAL HISTORY CHECK**

**Day Care Employees and Volunteers**

Louisiana requires the submission of fingerprints to perform a Criminal History Check and charges a $26 fee. Complete the request form, authorization form, and disclosure form and submit them with your fingerprints and payment to Louisiana by mail.

**Follow the steps below to request a Criminal History Check from Louisiana for Texas Child Care Regulation:**

1) Save the [LA Request to Receive Criminal History Record Information](#) form to your computer to enable the [Fill & Sign](#) feature or print out the request form and fill in the fields as follows (use print):

   - **Date** – Enter today’s date
   - **Requestor** – Enter your last, first, and middle name
   - **Phone** – Enter your phone #
   - **Social Security Number** – Enter your SSN
   - **Date of Birth** – Enter your DOB as mm/dd/yyyy

---

Texas Health and Human Services

*Revised October 27, 2021*
I hereby authorize – Enter “Vicki Persky”
Representative’s Address – Enter:
Texas Health and Human Services –CBCU
P.O. Box 149030 Mail Code: 121-7 ATTN: VPersky
Austin, TX 78714-9030
Leave the rest of the fields blank

2) Print out the Request form and sign on the Signature of Requestor line
3) Fill in the fields of the LA Right to Review Authorization Form with your personal identifying information
4) Print out the Authorization form and sign it
5) Fill in the fields of the LA Right to Review Disclosure Form with your personal identifying information
6) Print out the Disclosure form
8) Contact a local law enforcement agency or visit the IdentoGO Fingerprint Card webpage and schedule an appointment to get fingerprinted on two FD-258 cards (See Fingerprinting Process for Out-of-State Checks for details)
9) Fill in the fields on the FD-258 fingerprint card as follows:
   ▪ Enter your name and personal identifying information, including height, weight, and place of birth
   ▪ Signature of Person Fingerprinted – Enter your signature
   ▪ Reason Fingerprinted – Enter “TX Child Care Regulation”
7) Purchase a cashier check or money order for $26 made payable to: Louisiana State Police
8) Send the Request form, Authorization form, Disclosure form, two fingerprint cards, and payment by mail to:
Louisiana State Police
Bureau of Criminal Identification and Information
P.O. Box 66614 (Box A-6)
Baton Rouge, LA 70896
9) Send an email confirming that the request has been mailed to Louisiana to: CBCUBackgroundChecks@hhs.texas.gov

Louisiana sends the results to the CBCU by mail within 15-21 days. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.
Contact Information for Louisiana Criminal History

Website: Louisiana Child Care Civil Background Check System

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Maine

ME – ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Care Employees and Volunteers

Maine processes Abuse and Neglect History Checks for child care purposes through an online portal and charges a $15 fee. Contact the CBCU to start the background check process.

Exceptions:

❖ Minors: Maine does not perform Abuse and Neglect History Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.

Follow the steps below to request an Abuse and Neglect History Check from Maine for Texas Child Care Regulation:

1) Create an email with the Subject line “Abuse and Neglect History Check Needed from Maine” and provide the following information in the message:
   - Your name
   - Your Social Security Number
2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov
3) After the CBCU sends you an email with instructions, save the attached ME Authorization Form to your computer to enable the Fill & Sign feature and enter
your previous Maine Address (or print out the request form and use print to enter your previous Maine Address)

4) Enter a date and an electronic signature on the ME Authorization Form by following the attached instructions (If you printed out the ME Authorization Form, scan and save it to a folder on your computer)

5) Go to the Maine Child Abuse Registry Background Check portal:
   - Select a payment option to begin – Select the radio button for Credit Card
   - Click the Search Now button
   - Subject Information – Fill in the fields for Subject 1 with your personal identifying information (If more than one Maine background check is needed, enter the identifying information for each additional person under a new Subject #)
   - Click the Continue button
   - Authorization Information –
     o Select the radio button for I will upload an authorization form if selected
     o Click the Browse button to locate the authorization form saved to your computer
     o Click the Continue button
     **Note:** If you are submitting requests for multiple people, you must repeat the above steps until all authorization forms have been uploaded.
   - Delivery Information – Fill in the fields as follows:
     o Method of Delivery – Select “Deliver Results by Email”
     o Name of Agency or Provider – Enter “Texas Health and Human Services – CBCU”
     o Email Address – Enter “CBCUBackgroundChecks@hhs.texas.gov”
     o First Name – Enter “Julianna”
     o Last Name – Enter “Crighton”
     o Address Line One – Enter “P.O. Box 149030”
     o Address Line Two – Enter “Mail Code: 121-7”
     o City/Town – Enter “Austin”
     o State – Select “Texas”
     o Zip – Enter “78714-9030”
     o Phone Number – Enter “512-919-7968”
     o Click the Review button
   - Review Order –
OUT-OF-STATE RESOURCE GUIDE FOR CHILD CARE EMPLOYEES AND FOSTER AND ADOPTIVE PARENTS IN TEXAS

- Look over all of the information on this page to ensure it has been entered correctly. If you need to change any entries, click the Edit link in the upper-right corner of that section.
- Click the Submit Payment button

Payment Information –
- Enter your credit card information and billing address
- Click the Submit Payment button

6) Send an email confirming that the request has been submitted in the Maine portal to: CBCUBackgroundChecks@hhs.texas.gov

Maine sends the results to the CBCU by email within a couple of weeks.

Contact Information for Maine Abuse and Neglect History
Website: Maine Child and Family Services

Contact Information for the CBCU
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

Foster or Adoptive Parents and Household Members
Maine requires the CBCU to submit the request for foster and adoptive purposes. Contact the CBCU to start the background check process.

Exceptions:
❖ Minors: Maine does not perform Child Abuse and Neglect History Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this check.
Follow the steps below to initiate an Abuse and Neglect History Check from Maine for Texas Child Care Regulation:

1) Create an email with the **Subject** line “Abuse and Neglect History Check Needed from Maine” and provide the following information in the message:
   - Your name
   - Your Social Security Number
2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov

Maine sends the results to the CBCU by fax or mail within a couple of weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

**Contact Information for Maine Abuse and Neglect History**
Website: Maine Child and Family Services

**Contact Information for the CBCU**
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

**ME – CRIMINAL HISTORY CHECK**

**Day Care Employees and Volunteers**
Maine processes name-based Criminal History Checks through an online portal and charges a $31 fee. Submit a request with payment to Maine in the online portal.

**Exceptions:**
- **Minors:** Maine does not perform Criminal History Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.
Follow the steps below to request a Criminal History Check from Maine for Texas Child Care Regulation:

1) Go to the Maine Criminal History Record Request Service website
   - Select the Credit Card button at the bottom of the page
   - Enter your personal identification information in the Subject 1 section and click the Continue button at the bottom of the page
   - Review your information on the following page:
     - If changes are needed, click the Edit button
     - If the information is correct, click Continue
   - Shipping Information
     - Shipping Method – Select Send Request(s) via Email (Email address listed below)
     - Enter your name, address, phone #, and email address
     - Click Review Order
   - Review the information and click Confirm Order & Submit Payment
   - Enter your credit card and billing information and click Submit Payment for the $31 fee

2) Check your email for a message from info@informe.org (You may need to check your Junk or Spam folder)

3) Send the results to the CBCU by either:
   - Emailing it (preferred) with the Subject line “Criminal History Results for Maine” to: CBCUBackgroundChecks@hhs.texas.gov
   - Faxing it and entering “Criminal History Results for Maine” on the cover sheet to: 512-339-5871

Maine sends the results to you within two hours in most cases. If additional research is required, it may take up to two weeks.

Contact Information for Maine Criminal History
Website: Maine Criminal History Record Request Service
Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Maryland

MD – Abuse and Neglect History Check

Maryland has the same process for child care and foster and adoptive purposes and requires the CBCU to submit the request. Contact the CBCU to start the background check process.

Follow the steps below to request an Abuse and Neglect History Check from Maryland for Texas Child Care Regulation:

1) Create an email with the Subject line “Abuse and Neglect History Check Needed from Maryland” and provide the following information in the message:
   - Your name
   - Your Social Security Number
2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov
3) After the CBCU sends you an email, fill in the fields of the attached MD Child Protective Services Background Clearance Form as follows:
   Note: Maryland requires the request form to be completed electronically and signed in blue ink.
   - Current Spouse – Enter the last, first, and middle name and DOB of your current spouse. If not married, enter “N/A”.
   - Full Names of All Children – Enter the last, first, and middle name and DOB for each of your children. If you have more than three children, use the attached Additional Info document to list them.
OUT-OF-STATE RESOURCE GUIDE FOR CHILD CARE EMPLOYEES AND FOSTER AND ADOPTIVE PARENTS IN TEXAS

- Have you lived in Maryland in the past? – Select the Yes checkbox
- Have you worked or volunteered in Maryland in the past? – Select the appropriate checkbox
- If yes to either question, from what years? – Enter the range of years you lived and or worked in Maryland
- Prior Addresses – List all of your previous addresses in Maryland in the last seven years. If there are more than four addresses, use the attached Additional Info document to list them.

5) Print out the request form and sign and date it in blue ink in the presence of a notary
6) Have the notary sign and stamp the request form
7) Send the request form by mail to:

   Maryland Department of Human Services
   Social Services Administration
   In-Home Services
   311 W. Saratoga Street, Room 553
   Baltimore, MD 21201

Maryland sends the results to the CBCU in approximately eight weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

Contact Information for Maryland Abuse or Neglect History
Website: Maryland Child Protective Services

Contact Information for the CBCU
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov
MD – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

The CBCU does not require a separate Criminal History Check from Maryland due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Massachusetts

MA – ABUSE AND NEGLECT HISTORY CHECK

Massachusetts has the same process for child care and foster and adoptive purposes. Contact the CBCU to start the background check process.

Follow the steps below to request an Abuse and Neglect History Check from Massachusetts for Texas Child Care Regulation:

1) Create an email with the Subject line “Abuse and Neglect History Check Needed from Massachusetts” and provide the following information in the message:
   ▪ Your name
   ▪ Your Social Security Number
   ▪ Place of birth
   ▪ Mother’s maiden name
2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov
3) After the CBCU sends you the request form by email, print out the attached MA Adam Walsh Check Form and sign it in the presence of a notary
4) Have the notary sign and seal the request form
5) Return the request form to the CBCU by either:
▪ Scanning the form and sending it as an email attachment (preferred) with the Subject line “Abuse and Neglect History Request for Massachusetts” to: CBCUBackgroundChecks@hhs.texas.gov
▪ Faxing it and entering “Abuse and Neglect History Request for Massachusetts” on the cover sheet to 512-339-5871

Massachusetts sends the results to the CBCU Inspector by email within several weeks.

Contact Information for Massachusetts Abuse and Neglect History
Website: MA Department of Children & Families Public Records

Contact Information for the CBCU
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

MA – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers
Massachusetts processes name-based Criminal History Checks through an online portal and charges a $25 fee. Submit the request and payment to Massachusetts online.

Follow the steps below to request a Criminal History Check from Massachusetts for Texas Child Care Regulation:

1) Go to the Massachusetts iCORI Service webpage and click on the link to Register as an Individual (See CORI Help for guidance)
2) Select the Yes radio button under Would you like to request your own Personal CORI
3) Enter the following information on the Individual Details page
   ▪ Valid Email Address
   ▪ Full Name
   ▪ Date of Birth
▪ Social Security Number (only the last six digits are required)
▪ Address
▪ Phone Number
▪ Massachusetts driver’s license Number or state ID number

4) Verify and submit your registration
5) After receiving a confirmation email, go to Massachusetts icORI Service:
   ▪ Select Log in to icORI
   ▪ Click the Activate Account button
6) Submit the request and payment online
7) Send an email confirming that the request has been submitted to Massachusetts online to: CBCUBackgroundChecks@hhs.texas.gov
8) Download the results once they are available
9) Send the results to the CBCU by either:
   ▪ Scanning the results and sending it as an email attachment (preferred) with the Subject line ”Criminal History Results for Massachusetts” to: CBCUBackgroundChecks@hhs.texas.gov
   ▪ Faxing it and entering ”Criminal History Results for Massachusetts” on the cover sheet to 512-339-5871

Massachusetts provides the results to you in the online portal.

Contact Information for Massachusetts Abuse and Neglect History

Website: MA Request CORI as an Individual
Phone: 617-660-4704

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov
Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Michigan

MI – ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Care Employees and Volunteers

Michigan requires the CBCU to submit the request for child care purposes. Complete the request form and send it to the CBCU by email or fax.

Follow the steps below to request an Abuse and Neglect History Check from Michigan for Texas Child Care Regulation:

1) Fill in the fields of the MI Central Registry Clearance Request form as follows:
   - Section 1 Information on Person Being Cleared – Enter your personal identifying information
   - Section 2 Requester Information
     o Please Check Appropriate Box – Select Other and enter “State Child Care Regulation Agency”
     o Name of Agency or Organization – Enter “Texas Health and Human Services – CBCU”
     o Name of Requester – Enter “Vicki Persky”
     o Address – Enter “P.O. Box 149030 Mail Code: 121-7 ATTN: CReyna”
     o City – Enter “Austin”
     o State – Enter “TX”
     o Zip Code – Enter “78714-9030”
     o Email – Enter “CBCUBackgroundChecks@hhs.texas.gov”
     o Fax – Enter “512-339-5871”
     o Phone – Enter “512-919-7953”

2) Print out the request form and sign and date it (in Section 1)
3) Make a copy or take a photo of your driver’s license, state-issued ID, or passport
4) Send the request form and copy of your photo ID to the CBCU by either:
   ▪ Scanning the form and sending it as an email attachment (preferred) with the *Subject* line “Abuse and Neglect History Request for Michigan” to: [CBCUBackgroundChecks@hhs.texas.gov](mailto:CBCUBackgroundChecks@hhs.texas.gov)
   ▪ Faxing it and entering “Abuse and Neglect History Request for Michigan” on the cover sheet to: 512-339-5871

Michigan sends the result to the CBCU within ten business days.

**Contact Information for Michigan Abuse and Neglect History**

Website: [MI Central Registry Clearance Requests](mailto:MI-CentralRegistry-Clearance-Requests@hhs.texas.gov)

**Contact Information for the CBCU**

If you have any questions about the background check process or information in this guide, contact: [CBCUBackgroundChecks@hhs.texas.gov](mailto:CBCUBackgroundChecks@hhs.texas.gov)

**Foster or Adoptive Parents and Household Members**

Michigan requires the Child Placing Agency (CPA) to submit the request for foster and adoptive purposes. Complete the request form and send it with a copy of your ID to the CPA by email or fax.

---

**Follow the steps below to request an Abuse and Neglect History Check from Michigan for Texas Child Care Regulation:**

1) Fill in the fields of the [MI Central Registry Clearance Request](mailto:MI-CentralRegistry-Clearance-Requests@hhs.texas.gov) form as follows:
   ▪ **Section 1 Information on Person Being Cleared** – Enter your personal identifying information
   ▪ **Section 2 Requester Information** – Leave blank
2) Print out the request form and sign and date it (in Section 1)
3) Make a copy or take a photo of your driver’s license, state-issued ID, or passport
4) Send the request form and copy of your ID to the CPA by email or fax
5) Send an email confirming that the request has been submitted to Michigan to: 
   CBCUBackgroundChecks@hhs.texas.gov
6) After Michigan sends the results to the CPA, forward a copy of the results to the 
   CBCU by either:
   ▪ Sending the results as an email attachment (preferred) with the Subject 
     line “Abuse and Neglect History Results for Michigan” to: 
     CBCUBackgroundChecks@hhs.texas.gov
   ▪ Faxing it and entering “Abuse and Neglect History Results for Michigan” 
     on the cover sheet to: 512-339-5871

Michigan sends the results to the CPA within ten business days.

Contact Information for Michigan Abuse and Neglect History
Website: MI Central Registry Clearance Requests

Contact Information for the CBCU
If you have any questions about the background check process or information in this 
guide, contact: CBCUBackgroundChecks@hhs.texas.gov

MI – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers
Michigan performs named-based Criminal History Checks through an online portal and 
requires the CBCU to submit the request. Contact the CBCU to start the background 
check process.

Follow the steps below to request a Criminal History Check from Michigan for 
Texas Child Care Regulation:

1) Create an email with the Subject line “Criminal History Check Needed from 
   Michigan” and provide the following information in the message:
   ▪ Your name
▪ Your Social Security Number
2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov

Michigan provides the results to the CBCU in the portal the same day.

**Contact Information for Michigan Criminal History**
Website: Michigan ICHAT FAQs

**Contact Information for the CBCU**
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

**Residential Child Care Employees or Foster and Adoptive Parents and Household Members**
An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

**Minnesota**

**MN – ABUSE AND NEGLECT HISTORY CHECK**
Minnesota has the same process for child care and foster and adoptive purposes and requires the CBCU to submit the request. Contact the CBCU to start the background check process.

Follow the steps below to request an Abuse and Neglect History Check from Minnesota for Texas Child Care Regulation:
1) Create an email with the Subject line “Abuse and Neglect History Check Needed from Minnesota” and provide the following information in the message:
Your name
Your Social Security Number

2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov

3) After the CBCU sends you an email, enter your previous Minnesota addresses on the attached *MN Consent for Release of Information from Minnesota Statewide Database of Substantiated Abuse and Neglect* form

4) Print out the request form and sign it in the presence of a notary
   **Note:** If the person is a minor, a parent or guardian’s signature is required.

5) Have the notary sign and seal the request form

6) Write out a check or money order in the amount of $20 made payable to: *Minnesota Department of Human Services*

7) Send the request form and payment by mail to:

   Minnesota Department of Human Services, Office of Inspector General
   Background Studies Division
   P.O. Box 64172
   St. Paul, MN 55164-0172

8) Send an email confirming that the request has been mailed to Minnesota to: CBCUBackgroundChecks@hhs.texas.gov

Minnesota sends the results to the CBCU by mail within several weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

*Contact Information for Minnesota Abuse and Neglect History*

Website: [MN Background Studies](#)

*Contact Information for the CBCU*

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov
MN – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

The CBCU does not require a separate Criminal History Check from Minnesota due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Mississippi

MS – ABUSE AND NEGLECT HISTORY CHECK

Mississippi has the same process for child care and foster and adoptive purposes and requires the CBCU to initiate the request through an online DocuSign process. Contact the CBCU to start the background check process.

Follow the steps below to initiate an Abuse and Neglect History Check from Mississippi for Texas Child Care Regulation:

1) Create an email with the Subject line “Abuse and Neglect History Check Needed from Mississippi” and provide the following information in the message:
   ▪ Your name
   ▪ Your Social Security Number

2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov

3) After Mississippi sends you an email notification, complete the request form online through the DocuSign process by:
   ▪ Clicking on the link provided in the email
   Warning: The link expires after 48 hours so check your Inbox regularly for the message from Mississippi
▪ Filling in the fields of the request form
▪ Submitting the request form electronically for processing

**Note:** If the link sent by Mississippi expires or you have difficulty using the *DocuSign* process –

1) Create an email with the *Subject* line “Mississippi Abuse and Neglect Request Form Needed” and provide the following information in the message:
   ▪ Your name
   ▪ Your Social Security Number
2) Send the email to: *CBCUBackgroundChecks@hhs.texas.gov*

Mississippi sends the results to the CBCU by email within several business days.

**Contact Information for Mississippi Abuse and Neglect History**
Website: *MS Child Abuse Central Registry*

**Contact Information for the CBCU**
If you have any questions about the background check process or information in this guide, contact: *CBCUBackgroundChecks@hhs.texas.gov*

**MS – CRIMINAL HISTORY CHECK**

**Day Care Employees and Volunteers**
Mississippi performs name-based Criminal History Checks and charges a $32 fee. Contact the CBCU to start the background check process.

**Follow the steps below to request a Criminal History Check from Mississippi for Texas Child Care Regulation:**

1) Create an email with the *Subject* line “Criminal History Check Needed from Mississippi” and provide the following information in the message:
▪ Your name
▪ Your Social Security Number

2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov

3) After the CBCU sends you an email, print out the attached *MS Authorization to Release Criminal Record Inquiry* form and sign it in the presence of a notary (The notary can scratch out references to Mississippi in the notary signature section)

4) Make a copy of your driver’s license or state-issued ID
   **Note:** If you are a minor and do not have a Driver’s License or state-issued ID, circle your Date of Birth on the request form and attach a separate note stating “Please note that as a minor, no ID is available.”

5) Purchase a money order in the amount of $32 made payable to: *MS Department of Public Safety*

6) Enter the money order # in the designated field towards the top of the request form

7) Send the request form, money order, and copy of your ID by mail to:
   
   **MS Department of Public Safety**  
   **ATTN: CIC/Background Checks**  
   **3891 Highway 468 West**  
   **Pearl, MS 39208**

9) Send an email confirming that the request has been mailed to Mississippi to: CBCUBackgroundChecks@hhs.texas.gov

Mississippi sends the results to the CBCU by fax within several weeks.

**Contact Information for Mississippi Criminal History**

Website: [MS Criminal Information Center](#)

**Contact Information for the CBCU**

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov
Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Missouri

MO – Abuse and Neglect History Check

Day Care or Residential Care Employees and Volunteers

Missouri requires the CBCU to submit the request for child care purposes. Contact the CBCU to start the background check process.

Follow the steps below to request an Abuse and Neglect History Check from Missouri for Texas Child Care Regulation:

1) Create an email with the Subject line “Abuse and Neglect History Check Needed from MO” and provide the following information in the message:
   - Your name
   - Your Social Security Number
2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov

Missouri sends the results to the CBCU by email within several weeks.

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov
Foster or Adoptive Parents and Household Members

Missouri processes checks for foster and adoptive purposes through an online portal and charges a $15.25 fee. Register in the Missouri portal and notify the CBCU by email to confirm registration.

Follow the steps below to request an Abuse and Neglect History Check from Missouri for Texas Child Care Regulation:

1) Access the MO Family Care Safety Registry online portal
2) Click on the Is A Person Registered tab
   ▪ Social Security Number – Enter your SSN
   ▪ Confirm Social Security Number – Enter your SSN again
   ▪ Enter Security Text – Enter the security numbers to the right of this field and click the Search button
3) Refer to the message displayed in the online portal: Was your Social Security Number found in the database?
   ▪ If Yes:
     ▪ Create an email with the Subject line “Abuse and Neglect History Check Needed for Missouri”
     ▪ Include the following information in the message:
       Name: 
       SSN: 
       I am registered in the MO Family Care Safety Registry. Please submit a background check request for me in the online portal.
       ▪ Send the email to: CBCUBackgroundChecks@hhs.texas.gov
   ▪ If No: Go to step #4 below
4) Click on the Continue button
5) Employer Name – Enter “Texas Health and Human Services -CBCU”
   ▪ Select the option for Texas Health and Human Services -CBCU when it displays
   ▪ Click the Search button
6) After the portal displays the Employer Results, select the checkbox next to Texas Health and Human Services -CBCU and click the Continue button
7) Selection Criteria – Registration Type(s) – Select the checkbox for Voluntary
   Note: Do NOT select Adoptive Parent or Foster Parent/Family Member of Foster Parent as these are Out-of-State requests
8) Personal Information – Enter your:
- **Last Name**
- **First Name**
- **Middle Name**
- **Suffix** – Select an option from the suffix dropdown menu, if applicable
- Click the **Add Other Name** button to enter any alternate names, maiden names, or aliases
- **Date of Birth:**
  - **Month** – Enter your two-digit month of DOB
  - **Day** – Enter your two-digit day of DOB
  - **Year** – Enter your four-digit year of DOB
- **Gender** – Select your gender from the dropdown menu

9) **Contact Information:**
- **Street Address or PO Box** – Enter your mailing address
- **Zip Code** – Enter your zip code
- **City** – Enter your city of residence
- **State** – Select your state of residence from the dropdown options
- **County** – Enter your county of residence
- **Telephone** – Enter your phone number
- **Registrant’s Email** – Enter your email address
- **Confirm Email** – Enter your email address again
- Click the **Continue** button
- If the portal displays your address under **Standard Address Results**, select the checkbox next to your address and click the **Save** button

10) **Email Entered** pop-up window – Select the **Yes** button
11) **Registration Confirmation** pop-up window – Review your information to confirm everything is correct:
- If No – Click the **Edit** button to make any changes
- If Yes – Click the **Continue** button

12) **Registration Agreement** pop-up window – Click the **Agree** button
13) **Payment Information** – Enter your credit card information and click the **Continue** button to pay the $15.25 fee

**Note:** Missouri requires payment by credit or debit card to register online. If you do not have a credit or debit card:
- Create an email with the **Subject** line “Abuse and Neglect History Paper Request Needed for Missouri”
- Include the following information in the message:
OUT-OF-STATE RESOURCE GUIDE FOR CHILD CARE EMPLOYEES AND FOSTER AND ADOPTIVE PARENTS IN TEXAS

Name:
SSN:
I am not registered in the MO Family Care Safety Registry and I do not have a credit or debit card to register online. Please send me the paper form to register and pay by mail.

▪ Send the email to: CBCUBackgroundChecks@hhs.texas.gov
14) Follow all other prompts in the portal to complete your registration.
15) Create a new email message to confirm your registration:
   ▪ Subject line – Enter “Abuse and Neglect History Check Needed for Missouri”
   ▪ Include the following information in the message:

Name:
SSN:
I am registered in the MO Family Care Safety Registry. Please submit a background check request for me in the online portal.

▪ Send the email to: CBCUBackgroundChecks@hhs.texas.gov

Missouri sends the results to the CBCU in the portal within a couple of weeks.

Contact Information for Missouri Abuse and Neglect History
Website: MO Department of Social Services

Contact Information for the CBCU
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

MO – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers
The CBCU does not require a separate Criminal History Check from Missouri due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.
Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Montana

MT — ABUSE AND NEGLECT HISTORY CHECK

Montana has the same process for child care and foster and adoptive purposes and requires the CBCU to submit the request. Complete the request form and send it to the CBCU by email or fax.

Exceptions:

▪ **Minors**: Montana does not perform Abuse and Neglect History Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.

Follow the steps below to request an Abuse and Neglect History Check from Montana for Texas Child Care Regulation:

1) Fill in the fields of the MT Release of Information for Protective Service Background Checks form as follows:

   **Note**: Montana rejects request forms if any of the fields are left blank.

   ▪ **Section A**
     - **Name** – Enter your first, middle, maiden, and last name. If you do not have a middle name, enter “NMN”.
     - **Aliases/Other Names Used** – Enter all alternate names you have used. If you have not used an alternate name, enter “N/A”.
     - **Current Physical & Mailing Address** – Enter your address
     - **Date of Birth** – Enter your DOB as mm/dd/yyyy
     - **Sex** – Select the appropriate checkbox
     - **Social Security Number** – Enter your SSN. If you do not have an SSN, enter “N/A”.

Texas Health and Human Services

Revised October 27, 2021
OUT-OF-STATE RESOURCE GUIDE FOR CHILD CARE EMPLOYEES AND FOSTER AND ADOPTIVE PARENTS IN TEXAS

- **Driver’s License #** – Enter your Driver’s License #. If you do not have a Driver’s License, enter “N/A”.
- **Phone** – Enter your phone #

**Section B**

- **Birth date of oldest child** – If you are a foster or adoptive parent applicant, enter the DOB of your oldest child. If you are a household member or have another role in a foster/adoptive home, enter “N/A”.
- List each city, county and state in which you have lived since the age of 18 and the approximate month and year you moved in and out of each residence. Attach an additional document, if needed.

**Section C** – Select the appropriate checkbox based on your role:

- **Adoption** – If you are an adoptive parent
- **Foster Care** – If you are a foster parent
- **A member of [name of foster or adoptive parent] who is applying to be licensed or approved** – If you are a household member. Enter one of the foster or adoptive parent’s names in the blank field.
- Leave blank – If you are a child care employee or volunteer

**Section D**

- In the first blank field, enter “Texas HHS –CBCU”
- **Agency Name and Address** – Enter “Texas Health and Human Services –CBCU P.O. Box 149030 Mail Code: 121-7 Austin, TX 78714-9030”

2) Print out the request form and sign and date it in the presence of a notary
3) Have the notary sign and seal the request form
4) If you are a child care employee or volunteer, write “Out-of-State Child Care” in **Section C** of the request form
5) Send the request form to the CBCU by either:
   - Scanning the form and sending it as an email attachment (preferred) with the **Subject** line “Abuse and Neglect History Request for Montana” to: [CBCUBackgroundChecks@hhs.texas.gov](mailto:CBCUBackgroundChecks@hhs.texas.gov)
   - Faxing it and entering “Abuse and Neglect History Request for Montana” on the cover sheet to 512-339-5871

Montana sends the results to the CBCU by fax within ten business days.
Contact Information for Montana Abuse and Neglect History
Website: MT Child Protective Services Background Check

Contact Information for the CBCU
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

MT – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers
The CBCU does not require a separate Criminal History Check from Montana due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members
An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Nebraska

NE – ABUSE AND NEGLECT HISTORY CHECK
Nebraska has the same process for child care and foster and adoptive purposes through an online portal and charges a $2.50 fee. Submit a request to Nebraska in the online portal.

Follow the steps below to request an Abuse and Neglect History Check from Nebraska for Texas Child Care Regulation:

1) Access the NE Abuse and Neglect Check for CBCU portal online
2) Fill in the fields of the request form in the portal as follows:
(See the Central Registry Applicant webpage and the Guide to Completing a Central Registry Background Check for instructions)

- **Begin Check**
  - Enter your email address and create a four digit PIN
  - Nebraska will send you an email with your Request Number

- **Enter Information**
  - Enter your personal identifying information, address and phone #, other names you have used, names and birthdates of your children, and previous cities in which you have resided
  - Select the checkbox for *Child Abuse and Neglect Central Registry*
  - Click the **Submit** button

- **Verification Method** – Select *Online Verification*
  **Note:** If you do not select *Online Verification* or the portal is unable to verify your identity online, you must do the following:
  - Print the *Notary Form* provided in the portal
  - Sign the *Notary Form* in the presence of a notary and have the notary sign and seal the form
  - Scan the *Notary Form* and upload it into the portal using your Request Number and PIN

- **Payment** – Enter your credit/debit card or electronic check information to pay the $2.50 fee

- You can check the status of the request using your Request Number and PIN

3) Send an email confirming that the request has been submitted online to Nebraska to: CBCUBackgroundChecks@hhs.texas.gov

Nebraska provides the results to the CBCU in the portal within two weeks. The results are also available to you in the portal.

**Contact Information for Nebraska Abuse and Neglect History**

Website: NE Abuse and Neglect Central Registry
Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

NE – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

Nebraska processes name-based Criminal History Checks through an online portal and charges a $15.50 fee. Submit a request to Nebraska in the online portal.

Follow the steps below to request a Criminal History Check from Nebraska for Texas Child Care Regulation:

1) Access the Nebraska Criminal History Reports portal online
2) Submit a criminal history request by entering the following information online:

  ▪ Complete The Following Information About Yourself
    (This page refers to the requesting agency where the results are to be sent)
    o Contact Person – Enter “Corinna Reyna”
    o Organization Name – Enter “Texas Health and Human Services – CBCU”
    o Address Line 1 – Enter “P.O. Box 149030”
    o Address Line 2 – Enter “Mail Code: 121-7”
    o City – Enter “Austin”
    o State/Province – Select “Texas”
    o Zip – Enter “78714”
    o Email Address – Enter “CBCUBackgroundChecks@hhs.texas.gov”
    o Verify Email Address – Enter “CBCUBackgroundChecks@hhs.texas.gov”
    o Client Memo – Enter “Texas Child Care”

  ▪ Person of Interest Information
    (This page refers to you)
    o First Name – Enter your legal first name
    o Middle Name or Initial – Enter your middle name or initial. If no middle name, leave blank.
OUT-OF-STATE RESOURCE GUIDE FOR CHILD CARE EMPLOYEES AND FOSTER AND ADOPTIVE PARENTS IN TEXAS

- **Last Name** – Enter your legal last name without any hyphens. If your last name is hyphenated, enter a space between the names.
- **Maiden Name/Aliases** – Enter any maiden name or alternate names you have used
- **Suffix** – Select the appropriate suffix for your name, if applicable
- **Social Security #** – Enter your SSN without dashes
- **Date of Birth** – Enter your DOB as mm/dd/yyyy
- **Gender** – Select your gender from the dropdown menu
- **Race** – Select your race from the dropdown menu
- **Place of Residence** – Select your current state of residence
- **Place of Birth** – Select the U.S. state, Canadian territory, or country in which you were born
- **Nebraska Driver License #** – Enter your Nebraska driver’s license #, if applicable. If you do not have a Nebraska driver’s license, leave blank.

- **Request Type**
  - Select the radio button for Public information criminal history
  - Click the Save Person to Order button in the bottom-right corner
  - The portal will take you to a new Person of Interest Information page. Select the Continue With Order button in the bottom-right corner
  - Review the Verify Your Information page and click the Edit button if any changes needed
  - Select the I Agree/Proceed to Payment button in the bottom-right corner

- **Payment Information**
  - In the Billing Information section:
    - Select the Clear Billing Information button and
    - Enter the billing information connected to the credit card you are using for payment
  - **Account Information**
    - **Card Number** – Enter your credit card number
    - **CVV Number** – Enter the 3 digit # on the back of the credit card
    - **Expiration Date** – Select the month and year
  - Select Verify Information

  - Save your Receipt Number as it will be required to access the results
3) Send an email confirming that the request has been submitted online to Nebraska to: CBCUBackgroundChecks@hhs.texas.gov

Nebraska sends the results to the CBCU within several business days.

**Contact Information for Nebraska Criminal History**
Website: NE Criminal History Requests

**Contact Information for the CBCU**
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

**Residential Child Care Employees or Foster and Adoptive Parents and Household Members**
An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

---

**Nevada**

**NV – ABUSE AND NEGLECT HISTORY CHECK**

**Day Care or Residential Care Employees and Volunteers**
Nevada requires the CBCU to submit the request for child care purposes. Complete the request form and send it to the CBCU by email or fax.
Follow the steps below to request an Abuse and Neglect History Check from Nevada for Texas Child Care Regulation:

1) Save the NV Employer Request for Child Abuse & Neglect Central Registry Information form as a PDF to your computer to enable the Fill & Sign feature
2) Open the request form from your computer and use the Fill & Sign feature – or print out the request form – and fill in the fields as follows (use print):
   ▪ **Part I. Employer Requesting Information** – Leave blank
   ▪ **Part II. Identifying Information**
     o *Name (Adult #1)* – Enter your full name
     o *Date of Birth* – Enter your DOB as mm/dd/yyyy
     o *Social Security Number* – Enter your SSN. If you do not have an SSN, enter “N/A”
     o *Alias/Maiden name(s) used* – Enter all alternate names you have used. If you have no alternate names, enter “N/A”.
     o *Gender/Sex* – Select your gender
     o *Email* – Enter your email address
     o *Address* – Enter your mailing address
     o *Name (Adult #1)* – Enter “N/A”
     o **Children in family or home**
       ▪ *Name* – Enter the name for each child in your family or home
       ▪ *Any other name(s) used* – Enter any alternate names used by each child
       ▪ *Date of Birth* – Enter the DOB for each child
       ▪ *Social Security Number* – Enter the SSN for each child (If SSN unknown, enter “unknown”)
   ▪ **Part III. Authorization to Release Information**
     o *(Name of employer/agency)* - Enter “Texas Health and Human Services –CBCU”
     o Select the checkbox for *Email* next to Adult #1 (regarding the preferred method of receiving OSAN records if history is found)
3) Print out the request form and sign date **Part IV** of the form on the *Client Signature 1* line
4) Make a copy or take a photo of your driver’s license, state-issued identification, or Passport
5) Send the request form and copy of your photo ID to the CBCU by either:
Nevada sends the results to the CBCU by email within 15 business days.

Contact Information for Nevada Abuse and Neglect History
Website: NV Central Registry

Contact Information for the CBCU
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

Foster or Adoptive Parents and Household Members
Nevada requires the CBCU to submit the request for foster and adoptive purposes. Complete the request form and send it to the CBCU by email or fax.

Follow the steps below to request an Abuse and Neglect History Check from Nevada for Texas Child Care Regulation:

1) Save the NV Request for Child Abuse & Neglect Screening form as a PDF to your computer to enable the Fill & Sign feature
2) Open the request form from your computer and use the Fill & Sign feature – or print out the request form – and fill in the fields as follows (use print):
   Note: You can list two people in your home for whom background checks are needed on the request form.
   ▪ Requestor Information – Leave blank
   ▪ Persons subject of background check (Include all household members over the age of 18)
     o Name – Enter your full name
OUT-OF-STATE RESOURCE GUIDE FOR CHILD CARE EMPLOYEES AND FOSTER AND ADOPTIVE PARENTS IN TEXAS

- **Alias/Maiden name(s) used** – Enter all alternate names you have used. If you have no alternate names, enter “N/A”.
- **Date of Birth** – Enter your DOB as mm/dd/yyyy.
- **Social Security Number** – Enter your SSN. If you do not have an SSN, enter “N/A”.
- **Name** – Enter the second person’s full name. If no second person, enter “N/A”.
- **Date of Birth** – Enter the second person’s DOB as mm/dd/yyyy.
- **Alias/Maiden name(s) used** – Enter the second person’s alternate names. If no alternate name listed in CLASS, enter “N/A”.
- **Social Security Number** – Enter the person’s SSN.

### Children in family or home
- **Name** – Enter the full name for each child in your family or home.
- **Any other name(s) used** – Enter any alternate names used by each child.
- **Date of Birth** – Enter the DOB for each child.
- **Social Security Number** – Enter the SSN for each child (If SSN unknown, enter “unknown”)

3) Send the request form to the CBCU by either:
- Scanning the form and sending it as an email attachment (preferred) with the **Subject** line “Abuse and Neglect History Request for Nevada” to: 
  [CBCUBackgroundChecks@hhs.texas.gov](mailto:CBCUBackgroundChecks@hhs.texas.gov)
- Faxing it and entering “Abuse and Neglect History Request for Nevada” on the cover sheet to: 512-339-5871

Nevada sends the results to the CBCU by email within 15 business days.

**Contact Information for Nevada Abuse and Neglect History**

Website: [NV Central Registry](http://www.nvcentralregistry.gov)

**Contact Information for the CBCU**

If you have any questions about the background check process or information in this guide, contact: [CBCUBackgroundChecks@hhs.texas.gov](mailto:CBCUBackgroundChecks@hhs.texas.gov)
NV — CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

Nevada requires the submission of fingerprints to perform a Criminal History Check and charges a $27 fee. Complete the request form and submit it with your fingerprints and payment to Nevada by mail.

Follow the steps below to request a Criminal History Check from Nevada for Texas Child Care Regulation:

1) Fill in the fields of the Request for Nevada Criminal History form as follows:
   - First Name – Enter your first name
   - Middle Name – Enter your middle name
   - Last Name – Enter your last name
   - Mailing Address – Enter your mailing address
   - Contact Phone – Enter your phone #
   - Contact Email – Enter your email address
   - Date of Birth – Enter your DOB as mm/dd/yyyy
   - Respond to – Enter “Texas Health and Human Services – CBCU”
   - Mailing Address – Enter:
     “P.O. Box 149030 Mail Code: 121-7 ATTN: CReyna
     Austin, TX 78714-9030”
   - Please indicate reason for request – Enter “Texas Child Care”

2) Print out the request form and sign and date it

4) Contact a local law enforcement agency or visit the IdentoGO Fingerprint Card webpage and schedule an appointment to get fingerprinted on two FD-258 cards by following the instructions on the request form (See Fingerprinting Process for Out-of-State Checks for details)

Note: You will submit one fingerprint card to Nevada and save one fingerprint card in case your fingerprints are rejected the first time and you must submit a second set of prints.

5) Fill in the fields on the FD-258 fingerprint card as follows:
   - Enter your name and personal identifying information, including height, weight, and place of birth
   - Signature of Person Fingerprinted – Enter your signature
   - Reason Fingerprinted – Enter “TX Child Care Regulation”
- Purchase a money order in the amount of $27 made payable to: Nevada Department of Public Safety

5) Staple the request form, fingerprint card, and money order together and send them by mail to:

Department of Public Safety
Records, Communications and Compliance Division
333 West Nye Lane, Suite 100
Carson City, NV 89706

6) Send an email confirming that the request has been mailed to Nevada to:

CBCUBackgroundChecks@hhs.texas.gov

Nevada sends the results to the CBCU by mail within 45 days. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

**Contact Information for Nevada Criminal History**

Website: Nevada Department of Public Safety
Phone: 775-684-6262 #1

**Contact Information for the CBCU**

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

**Residential Child Care Employees or Foster and Adoptive Parents and Household Members**

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.
NH — ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Care Employees and Volunteers

New Hampshire requires the request form to be submitted by mail. Complete the request form and submit it to New Hampshire by mail.

Follow the steps below to request an Abuse and Neglect History Check from New Hampshire for Texas Child Care Regulation:

1) Save the NH Child Abuse and Neglect Central Registry Name Search Authorization for Child Care form to your computer to enable the Fill & Sign feature

2) Open the request form from your computer and use the Fill & Sign feature – or print out the request form – and fill in the fields as follows (use print):
   - **Current Full Legal Name** – Enter your first, middle, and last name
   - **Other Names (Aliases) I Have Used, Including Maiden Name** – Enter all alternate names you have ever used
   - **Date of Birth** – Enter your DOB as mm/dd/yyyy
   - **Telephone Number** – Enter your phone #
   - **Current Mailing Address** – Enter your address
   - **Name of Child Care Employer** – Enter the name of the child care operation
   - **Resource Number** – Leave blank
   - **Address of Child Care Employer** – Enter the address of the child care operation
   - **Purpose of Check** – Select the checkbox based for Another State’s Lead Agency
     - **Agency Name** – Enter “Texas Health and Human Services -CBCU”
     - **Number and Street Name** – Enter “P.O. Box 149030 Mail Code: 121-7”
     - **City or Town** – Enter “Austin”
     - **State** – Enter “TX”
     - **Zip Code** – Enter “78714-9030”

3) Sign the request form in the presence of a notary
**Note:** If this request is for a person under the age of 18, a parent or guardian must also sign the request form in the presence of a notary.

4) Have the notary sign and seal the request form

5) Address a stamped envelope to:

   Texas Health and Human Services –CBCU  
P.O. Box 149030 Mail Code: 121-7 ATTN: CReyna  
Austin, TX 78714-9030

6) Send the request form and the Texas-addressed envelope by mail to:

   Bureau of Child Development and Head Start Collaboration  
   Division of Economic and Housing Stability  
   129 Pleasant Street  
   Concord, NH 03301

8) Send an email confirming that the request has been mailed to New Hampshire to: CBCUBackgroundChecks@hhs.texas.gov

New Hampshire sends the results to the CBCU by mail within several weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

**Foster or Adoptive Parents and Household Members**

New Hampshire requires the request form to be submitted by mail. Contact the CBCU to start the background check process.

**Follow the steps below to request an Abuse and Neglect History Check from New Hampshire for Texas Child Care Regulation:**

1) Create an email with the *Subject* line "Abuse and Neglect History Check Needed from New Hampshire” and provide the following information in the message:
   - Your name
   - Your Social Security Number

2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov

3) After the CBCU sends you an email, print out the attached *NH Central Registry Name Search Authorization* form
4) Sign the request form in the presence of a notary
   **Note:** If this request is for a person under the age of 18, a parent or guardian must also sign the request form in the presence of a notary.

5) Have the notary sign and seal the request form

6) Address a stamped envelope to:

   | Texas Health and Human Services –CBCU |
   | P.O. Box 149030 Mail Code: 121-7 ATTN: CReya |
   | Austin, TX 78714-9030 |

7) Send the request form and the Texas-addressed envelope by mail to:

   | Division for Children, Youth and Families |
   | DCYF Central Registry, Thayer Building |
   | 129 Pleasant Street |
   | Concord, NH 03301 |

9) Send an email confirming that the request has been mailed to New Hampshire to: CBCUBackgroundChecks@hhs.texas.gov

New Hampshire sends the results to the CBCU by mail within several weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

**Contact Information for New Hampshire Abuse and Neglect History**

Webpage: NH DHHS Child Development Bureau

**Contact Information for the CBCU**

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

**NH – CRIMINAL HISTORY CHECK**

**Day Care Employees and Volunteers**

New Hampshire processes name-based Criminal History Checks and charges a $25 fee. Contact the CBCU to start the background check process.
Follow the steps below to request a Criminal History Check from New Hampshire for Texas Child Care Regulation:

1) Create an email with the Subject line “Criminal History Check Needed from New Hampshire” and provide the following information in the message:
   - Your name
   - Your Social Security Number
   - Hair Color
   - Eye Color

2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov

3) After the CBCU sends you the request form by email, print out the attached NH Criminal Record Release Authorization Form

4) Sign and date the request form on the Your Signature line in Section I

5) Sign and date the request form on the Your Signature line in Section II in the presence of a notary

6) Have the notary sign and seal the request form in Section II

7) Write a check or money order in the amount of $25 made payable to: State of NH – Criminal Records

8) Address an envelope to:

   Texas Health and Human Services –CBCU
   P.O. Box 149030 Mail Code: 121-7 ATTN: CReyna
   Austin, TX 78714-9030

9) Send the request form, payment, and Texas-addressed envelope by mail to:

   State of New Hampshire – Criminal Records Unit
   33 Hazen Drive
   Concord, NH 03305

10) Send an email confirming that the request has been mailed to New Hampshire to: CBCUBackgroundChecks@hhs.texas.gov

New Hampshire sends the results to the CBCU by mail within a couple of weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.
Contact Information for New Hampshire Criminal History

Website: NH Criminal Records Unit FAQs
Criminal Records Unit: 603-223-3867

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

New Jersey

NJ – ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Care Employees and Volunteers

New Jersey processes Abuse and Neglect History checks through an online portal and does not charge a fee. Submit a request to New Jersey in the portal.

Exceptions:

- CPA Employees and Volunteers: New Jersey does not perform Abuse and Neglect History Checks for employees and volunteers of a Child Placing Agency (CPA). If the person is a CPA employee or volunteer, no further action is required for this check.

Follow the steps below to request an Abuse and Neglect History Check from New Jersey for Texas Child Care Regulation:

1) Access the New Jersey Child Abuse Record Information (CARI) portal online
2) Select the Get Started button in the box titled Out of State CARI Check
3) Fill in the fields of the request as follows:

- **Requesting Agency Name and Information**
  - *Requesting Agency Name* – Enter “Texas Health & Human Services – CBCU”
  - *Staff Name* – Enter “Corinna Reyna”
  - *Agency Email* – Enter “CBCUBackgroundChecks@hhs.texas.gov”
  - *Contact Phone Number* – Enter “512-919-7871”
  - *Address 1* – Enter “P.O. Box 149030”
  - *Address 2* – Enter “Mail Code 121-7”
  - *City* – Enter “Austin”
  - *State* – Enter “Texas”
  - *Zip* – Enter “78714”
  - *Are you a governmental agency?* – Select the No radio button

- **Application Specifics**
  - *Please check whether you are* – Select the appropriate radio button based on your role at the operation. If you are a:
    - Paid staff member at a child care facility – Select *Employee*
    - Volunteer at a child care facility or visitor at a foster/adoptive home –
      - Select *Other* and
      - In the *Explanation* field enter “Child Care Volunteer”
  - *Please check guidelines for request* – Select *Child Care and Development Block Grant Act*

- **Your Information**
  - *First Name* – Enter your legal first name
  - *Middle Initial/Name* – Enter your middle name or middle initial. If no middle name, leave blank.
  - *Last Name* – Enter your legal last name
  - Select the *Add Alias* button if you have ever used a different last name or nickname.
    - The *Add an Alias or Previous Name* pop-up window will appear.
    - Enter each alternate name separately and click the *Add* button.
    - Repeat this action until you have entered all previous names and nicknames.
OUT-OF-STATE RESOURCE GUIDE FOR CHILD CARE EMPLOYEES AND FOSTER AND ADOPTIVE PARENTS IN TEXAS

- **Date of last name change** – Select the date you last changed your name. If no name changes, leave blank.
- **Country** – Leave as “United States”
- **Home Address** – Enter your current street address
- **City** – Enter your current city of residence
- **State** – Enter your current state
- **Zip** – Enter your zip code
- **Date of Birth** – Click on the button in this field and use the calendar to enter your DOB
- **Phone Number** – Enter your phone #
- **Email** – Enter your personal email address. (Do not list the email address for the child care operation).
- **Gender** – Use the arrow to select your gender
- **Social Security Number** – Enter your SSN. If you do not have an SSN, leave blank.

- **Child Info** – Select the appropriate option based on whether you have children:
  - If No – Select the checkbox stating *If you have no children, check the box here and continue to the next page*
  - If Yes –
    - Select the Add Child button
    - An Add a Child pop-up window will appear. Enter the full name and DOB for each child and select the Add button
    - Repeat this action until you have entered all of your children

- **Previous Addresses** – Enter each previous address in New Jersey starting from 1/1/1980 or your date of birth (if born after 1980) and the approximate dates of residence at each address. You must enter all previous New Jersey addresses in order for your background to be processed.
  - Select the Add Previous Address button
  - An Add a Previous Address pop-up window will appear.
  - Enter each previous address and the approximate dates you moved in and out and select the Add button. If you don’t remember the exact address, simply enter the city and county in New Jersey.
  - Repeat this action until you have entered all previous addresses
New Jersey sends the results to the CBCU by email within 45 days.

**Contact Information for New Jersey Abuse and Neglect History**

Website: [NJ Child Abuse Record Information](#)
If you have any issues using the portal, contact New Jersey at 609-586-2600

**Contact Information for the CBCU**

If you have any questions about the background check process or information in this guide, contact: [CBCUBackgroundChecks@hhs.texas.gov](mailto:CBCUBackgroundChecks@hhs.texas.gov)

**Foster or Adoptive Parents and Household Members**

New Jersey processes Abuse and Neglect History checks through an online portal and does not charge a fee. Submit a request to New Jersey in the portal.

**Exceptions:**

- **Visitors of a Foster/Adoptive Home:** Visitors submit a request by following the instructions in the [Day Care or Residential Care Employees and Volunteers](#) section and selecting the option for “Child Care Volunteer”.

**Follow the steps below to request an Abuse and Neglect History Check from New Jersey for Texas Child Care Regulation:**

1) Access the [New Jersey Child Abuse Record Information (CARI)](#) portal online
2) Select the *Get Started* button in the box titled *Out of State CARI Check*
3) Fill in the fields of the request as follows:

- **Requesting Agency Name and Information**
  - *Requesting Agency Name* – Enter “Texas Health & Human Services –CBCU”
  - *Staff Name* – Enter “Corinna Reyna”
  - *Agency Email* – Enter “[CBCUBackgroundChecks@hhs.texas.gov](mailto:CBCUBackgroundChecks@hhs.texas.gov)”
  - *Contact Phone Number* – Enter “512-919-7871”
  - *Address 1* – Enter “P.O. Box 149030”
  - *Address 2* – Enter “Mail Code 121-7”
  - *City* – Enter “Austin”
OUT-OF-STATE RESOURCE GUIDE FOR CHILD CARE EMPLOYEES AND FOSTER AND ADOPTIVE PARENTS IN TEXAS

- State – Enter “Texas”
- Zip – Enter “78714”
- Are you a governmental agency? – Select the No radio button

- Application Specifics
  - Please check whether you are – Select the appropriate radio button based on your role in the foster/adoptive home
  - Please check guidelines for request – Select Adam Walsh Child Protection and Safety Act of 2006
    **Note:** You do not need to attach the related law or statute

- Your Information
  - First Name – Enter your legal first name
  - Middle Initial/Name – Enter your middle name or middle initial. If no middle name, leave blank.
  - Last Name – Enter your legal last name
  - Select the Add Alias button if you have ever used a different last name or nickname.
    - The Add an Alias or Previous Name pop-up window will appear.
    - Enter each alternate name separately and click the Add button.
    - Repeat this action until you have entered all previous names and nicknames.
  - Date of last name change – Select the date you last changed your name. If no name changes, leave blank.
  - Country – Leave as “United States”
  - Home Address – Enter your current street address
  - City – Enter your current city of residence
  - State – Enter your current state
  - Zip – Enter your zip code
  - Date of Birth – Click on the button in this field and use the calendar to enter your DOB
  - Phone Number – Enter your phone #
  - Email – Enter your personal email address. (Do not list the email address for the child care operation).
  - Gender – Use the arrow to select your gender
  - Social Security Number – Enter your SSN. If you do not have an SSN, leave blank.
• **Child Info** – Select the appropriate option based on whether you have children:
  o If No – Select the checkbox stating *If you have no children, check the box here and continue to the next page*
  o If Yes –
    • Select the **Add Child** button
    • An **Add a Child** pop-up window will appear. Enter the full name and DOB for each child and select the **Add** button
    • Repeat this action until you have entered all of your children

• **Previous Addresses** – Enter each previous address in New Jersey starting from 1/1/1980 or your date of birth (if born after 1980) and the approximate dates of residence at each address. You **must** enter all previous New Jersey addresses in order for your background to be processed.
  o Select the **Add Previous Address** button
  o An **Add a Previous Address** pop-up window will appear.
  o Enter each previous address and the approximate dates you moved in and out and select the **Add** button. If you don’t remember the exact address, simply enter the city and county in New Jersey.
  o Repeat this action until you have entered all previous addresses

New Jersey sends the results to the CBCU by email within 45 days.

**Contact Information for New Jersey Abuse and Neglect History**

Website: [NJ Child Abuse Record Information](#)
If you have any issues using the portal, contact New Jersey at 609-586-2600

**Contact Information for the CBCU**

If you have any questions about the background check process or information in this guide, contact: [CBCUBackgroundChecks@hhs.texas.gov](mailto:CBCUBackgroundChecks@hhs.texas.gov)
**NJ – CRIMINAL HISTORY CHECK**

**Day Care Employees and Volunteers**
The CBCU does not require a separate Criminal History Check from New Jersey due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.

**Residential Child Care Employees or Foster and Adoptive Parents and Household Members**
An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

---

**New Mexico**

**NM – ABUSE AND NEGLECT HISTORY CHECK**

**Day Care or Residential Care Employees and Volunteers**
New Mexico requires the CBCU to submit the request for child care purposes. Contact the CBCU to start the background check process.

**Exceptions:**
❖ **Minors:** New Mexico does not perform Abuse and Neglect History Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.

**Follow the steps below to request an Abuse and Neglect History Check from New Mexico for Texas Child Care Regulation:**

1) Save the [NM Abuse and Neglect Authorization for Child Care](#) form as a PDF to your computer to enable the Fill & Sign feature  
2) Open the request form from your computer and use the Fill & Sign feature – or print out the request form – and fill in the fields as follows (use print):
On the top two lines – Enter your full name, maiden name, and all alternate names you have ever used.

**Note:** If you do not have a middle name, enter “NMN”.

- **Social Security Number** – Enter your SSN
- **Date of Birth** – Enter your DOB
- **Place of Birth** – Enter your city, state, and country of birth
- **Current physical address** – Enter your address
- **Mailing Address** – Enter the appropriate option from below:
  - If you live in Texas – Enter “Same”
  - If you live in New Mexico – Enter “Works in Texas”
- **Phone number** – Enter the person’s phone number

- **Current and Previous Spouses/Significant Others** – Enter the full names, dates of birth, and Social Security numbers (if known) of all current and previous spouses and partners
- **Birth, adoptive, foster, step or other children who have ever lived in your home** – Enter the names and dates of birth of all children who have lived with you

3) Print out the request form and sign and date it
4) Send the request form to the CBCU by either:
   - Scanning the form and sending it as an email attachment (preferred) with the *Subject* line “Abuse and Neglect History Request for New Mexico” to: CBCUBackgroundChecks@hhs.texas.gov
   - Faxing it and entering “Abuse and Neglect History Request for New Mexico” on the cover sheet to: 512-339-5871

New Mexico sends the results to the CBCU by email within several business days.

**Contact Information for New Mexico Abuse and Neglect History**

Website: [NM Child Care Licensing and Registered Homes](#)

**Contact Information for the CBCU**

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov
Foster or Adoptive Parents and Household Members

New Mexico requires the CBCU to submit the request. Complete the request form and send it to the CBCU by email or fax.

Exceptions:

❖ **Minors:** New Mexico does not perform Abuse and Neglect History Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.

---

**Follow the steps below to request an Abuse and Neglect History Check from New Mexico for Texas Child Care Regulation:**

1) Fill in the fields of the [NM Abuse and Neglect Form for Foster and Adoption](#) electronically as follows:

**Note:** Your entries must be typed. Do **NOT** leave any fields blank or New Mexico will reject the request.

- **Section 1 – Permission to provide the results to:**
  - **Agency Name** – Enter “TX Health and Human Services – CBCU”
  - **Contact Name** – Enter “Corinna Reyna”
  - **Ph. Number** – Enter “512-919-7871”
  - **Mailing Address** – Enter “P.O. Box 149030 Mail Code: 121-7”
  - **City** – Enter “Austin”
  - **State** – Enter “TX”
  - **Zip** – Enter “78714”
  - **E-mail** – Enter “CBCUBackgroundChecks@hhs.texas.gov”

- **Section 2 – Applicant Information:**
  - Enter your personal identifying information, current address, and place of birth
  - **Current Spouse/Significant Other** – Enter the full name, date of birth, and Social Security number of your current partner. If you do not have a current partner, enter “N/A” in the name field.
  - **Previous Spouse/Significant Other** – Enter the full name, date of birth (if known), and Social Security number (if known) of your previous partners. If you do not have any previous partners, enter “N/A” in the name field.

- **Section 3 – Children:**
Enter the full name and date of birth of every child who has lived in your home. Add a separate piece of paper to list additional children, if needed, and sign this paper. If no children have lived in your home, enter “N/A” in the first name field only.

- **Section 4 – Residence History:**
  - Enter all previous addresses in which you have lived within the last five years. You MUST include your previous New Mexico address. Add a separate piece of paper to list additional addresses, if needed, and sign this paper.
  - Enter the approximate year range in which you lived at each address. For example: “2014-2016”

5) Send the completed request form and any additional pages (if needed) to the CBCU by either:
   - Scanning the form and additional pages and sending them as an email attachment (preferred) with the **Subject** line “Abuse and Neglect History Request for New Mexico” to: CBCUBackgroundChecks@hhs.texas.gov
   - Faxing them and entering “Abuse and Neglect History Request for New Mexico” on the cover sheet to: 512-339-5871

New Mexico sends the results to the CBCU by email within seven to ten business days.

**Contact Information for New Mexico Abuse and Neglect History**

Website: [Out-of-State Adam Walsh Abuse & Neglect Check](#)

**Contact Information for the CBCU**

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

**NM – CRIMINAL HISTORY CHECK**

**Day Care Employees and Volunteers**

New Mexico processes name-based Criminal History Checks and charges a $15 fee. Complete the request form and submit it with payment to New Mexico by mail.
Follow the steps below to request a Criminal History Check from New Mexico for Texas Child Care Regulation:

1) Save the NM Authorization for Release of Information Form to your computer to enable the Fill & Sign feature

2) Open the request form from your computer and use the Fill & Sign feature – or print out the request form – and fill in the fields as follows (use print):
   - On the first line – Enter your full name, Social Security Number, and date of birth (as mm/dd/yyyy)
   - On the second line – Enter “Texas Health and Human Services – CBCU ATTN: Corinna Reyna”
   - Address – Enter “P.O. Box 149030 Mail Code: 121-7 ATTN: CReyna Austin, TX 78714-9030”

3) Print out the request form and sign and date it in the presence of a notary

4) Have the notary sign and stamp the request form

5) Purchase a money order or cashier’s check in the amount of $15 made payable to: Department of Public Safety
   Note: Please fill out the money order completely or New Mexico will reject your request. (See How to Fill Out a Money Order Step-by-Step for instructions)

6) Send the request form and payment by mail to:

   Department of Public Safety
   P.O. Box 1628
   Santa Fe, NM 87504-1628
   ATTN: Records

6) Send an email confirming that the request has been mailed to New Mexico to:
   CBCUBackgroundChecks@hhs.texas.gov

New Mexico sends the results to the CBCU Inspector by mail within seven to ten business days. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

Contact Information for New Mexico Criminal History

Website: New Mexico Department of Public Safety

136

Texas Health and Human Services

Revised October 27, 2021
Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

New York

NY — Abuse and Neglect History Check

Day Care or Residential Care Employees and Volunteers

New York requires the request form to be submitted by mail. Complete the request form and send it to New York by mail.

Exceptions:

❖ Minors: New York does not perform Abuse and Neglect History Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.

Follow the steps below to request an Abuse and Neglect History Check from New York for Texas Child Care Regulation:

1) Fill in the fields of the NY Authorization for Release of Information for Child Care request form as follows:
   ▪ In the first blank field – Enter your full name
   ▪ Agency – Enter “Texas Health and Human Services – CBCU”
   ▪ Mailing address for agency – Enter: “P.O. Box 149030”
Mail Code: 121-7 ATTN: CReyna
Austin, TX 78714-9030

- Agency phone number and email address – Enter “512-919-7871 CBCUBackgroundChecks@hhs.texas.gov”

- I. Prospective Child Care Provider (Applicant)
  o Enter your personal identifying information
  o Enter your current address, today’s date, and the approximate date you moved into this residence
  o Enter your previous addresses for the last five years and the approximate dates you moved in and out of each residence
  
  Note: You must list your previous New York address or New York will reject your request

- II. Applicant’s Spouse, Children, and Other Household Members
  o Enter the name, date of birth, and sex of your spouse, children and other household members

2) Print out the request form and sign it in the presence of a notary
3) Have the notary sign and seal the request form
4) Send the request form by mail to:

   New York State
   Office of Children and Family Services
   Statewide Central Register
   P.O. Box 4480
   Albany, NY 12204-0480

5) Send an email confirming that the request has been mailed to New York to: CBCUBackgroundChecks@hhs.texas.gov

New York sends the results to the CBCU by mail within several weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

Contact Information for New York Abuse and Neglect History

Website: New York Child Protective Services
Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

Foster or Adoptive Parents and Household Members

New York requires the request form to be submitted by mail. Complete the request form and send it to New York by mail.

Exceptions:

❖ **Minors**: New York does not perform Abuse and Neglect History Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.

❖ **New York Residents**: There is a different request form for people who currently live in New York and the form is not available online. If you have a New York address:

1) Create an email with the *Subject* line “New York Abuse and Neglect Request Form Needed for NY Resident” and provide the following information in your message:

   ▪ Your name
   ▪ Your Social Security Number

2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov

Follow the steps below to request an **Abuse and Neglect History Check** from New York for Texas Child Care Regulation:

1) Fill in the fields of the [NY Adam Walsh Check Request Form](#) as follows:
   - In the first blank field – Enter your full name
   - *Agency Name & Contact Person* – Enter “Texas Health and Human Services – CBCU – Corinna Reyna”
   - *Mailing Address for Agency* – Enter:
     "P.O. Box 149030
     Mail Code: 121-7 ATTN: CReyna
     Austin, TX 78714-9030"
   - *Agency Phone Number & Email Address* – Enter “512-919-7871
     CBCUBackgroundChecks@hhs.texas.gov”

---

Texas Health and Human Services

*Revised October 27, 2021*
OUT-OF-STATE RESOURCE GUIDE FOR CHILD CARE EMPLOYEES AND FOSTER AND ADOPTIVE PARENTS IN TEXAS

- **I. Prospective Adoptive or Foster Parent or Persons 18 Years of Age or Older in the Home**
  - Enter your personal identifying information
  - Enter your current address, today’s date, and the approximate date you moved into this residence
  - Enter your previous addresses for the last 28 years and the approximate dates you moved in and out of each residence
  - **Note:** You must list your previous New York address or New York will reject your request. If you do not remember the exact street address, list the city and state.

- **II. Spouse, Children and Other Household Members of the Applicant**
  - Enter the name, date of birth, and sex of your spouse, children and other household members
  - 2) Print out the attached request form and sign it in the presence of a notary
  - 3) Have the notary sign and seal the request form
  - 4) Send the request form by mail to:
    
    New York State  
    Office of Children and Family Services  
    Statewide Central Register  
    P.O. Box 4480  
    Albany, NY 12204-0480  
  - 5) Send an email confirming that the request has been mailed to New York to:  
    CBCUBackgroundChecks@hhs.texas.gov

New York sends the results to the CBCU by mail within several weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

**Contact Information for New York Abuse and Neglect History**

Website: [New York Child Protective Services](#)
Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

NY – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

The CBCU does not require a separate Criminal History Check from New York due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

North Carolina

NC – ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Care Employees and Volunteers

North Carolina requires the CBCU to submit the request. Contact the CBCU to start the background check process.

Follow the steps below to request an Abuse and Neglect History Check from North Carolina for Texas Child Care Regulation:

1) Create an email with the Subject line “Abuse and Neglect History Check Needed from North Carolina” and provide the following information in the message:
   ▪ Your name
   ▪ Your Social Security Number
A list of the North Carolina Counties in which you previously resided

2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov

North Carolina sends the results to the CBCU by email within a couple of weeks.

**Contact Information for North Carolina Abuse and Neglect History**
Website: North Carolina Out-of-State Background Check Information

**Contact Information for the CBCU**
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

**Foster or Adoptive Parents and Household Members**
North Carolina requires the CBCU to submit the request. Contact the CBCU to start the background check process.

**Follow the steps below to request an Abuse and Neglect History Check from North Carolina for Texas Child Care Regulation:**

1) Create an email with the *Subject* line “Abuse and Neglect History Check Needed from North Carolina” and provide the following information in the message:
   - Your name
   - Your Social Security Number
2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov
3) After the CBCU sends you the request form by email, fill in the fields of the attached *NC Responsible Individuals List (RIL) Information Request* form as follows:
   - **Applicant Acknowledgement** section
     - *Signature* – Click on this field to enter a digital signature (see [How To Create A Digital Signature And Sign A Document With Adobe Reader DC](#))
     - *Date* – Enter today’s date
4) Return the request form to the CBCU by either:
   - Sending it as an email attachment (preferred) with the *Subject* line “Abuse and Neglect History Request for North Carolina” to: CBCUBackgroundChecks@hhs.texas.gov
   - Faxing it and entering “Abuse and Neglect History Request for North Carolina” on the cover sheet to: 512-339-5871

North Carolina sends the results to the CBCU by fax within a couple of weeks.

*Contact Information for North Carolina Abuse and Neglect History*
Website: North Carolina Criminal Background Check Unit

*Contact Information for the CBCU*
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

**NC – CRIMINAL HISTORY CHECK**

**Day Care Employees and Volunteers**
The CBCU does not require a separate Criminal History Check from North Carolina due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.

**Residential Child Care Employees or Foster and Adoptive Parents and Household Members**
An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.
North Dakota

ND — ABUSE AND NEGLECT HISTORY CHECK

North Dakota has the same process for child care and foster and adoptive purposes and requires the CBCU to submit the request. Complete the request form and send it to the CBCU by email or fax.

Follow the steps below to request an Abuse and Neglect History Check from North Dakota for Texas Child Care Regulation:

1) Fill in the fields of the ND Child Abuse and Neglect Background Inquiry request form as follows:

- **Part I: Information of Individual Whose Name is to be Searched**
  - **LAST Name** – Enter your last name
  - **FIRST Name** – Enter your first name
  - **FULL MIDDLE Name** – Enter your full middle name. Select the checkbox for **None** if you do not have a middle name or select **Initial Only** if you only have a middle initial.
  
  **Note:** North Dakota rejects requests that are missing a full middle name. Do NOT leave this field blank.
  - **Social Security Number** – Enter your full SSN. If you do not have an SSN, enter “N/A”.
  - **Date of Birth** – Enter your DOB as mm/dd/yyyy
  - **Birth Name, Alias, or Other Married Names You Have Gone by in the Last Ten Years** – Enter all alternate names you have used. If you have no additional names, select the checkbox stating **Check this box if you have no additional names.**
  - **Current Physical Address** – Enter your street address
  - **City** – Enter your city
  - **State** – Enter your state
  - **Zip Code** – Enter your zip code
  - **Last North Dakota Address** – Enter your previous street address in North Dakota
  - **City** – Enter your previous city in North Dakota
  - **State** – Enter “ND”
  - **Zip Code** – Enter your previous zip code in North Dakota
Part II: Agency/Organization Information

- **Agency/Organization** – Enter “Texas Health and Human Services – CBCU”
- **Contact Person** – Enter “Leah Trevino”
- **Telephone Number** – Enter “512-919-7811”
- **Address** – Enter “P.O. Box 149030 Mail Code: 121-7”
- **City** – Enter “Austin”
- **State** – Enter “TX”
- **Zip Code** – Enter “78714-9030”
- **Email Address and/or Fax Number** – Enter “CBCUBackgroundChecks@hhs.texas.gov”
- **This information is being requested for** – Select the appropriate checkbox based on your role:
  - ✓ **Childcare/In-home provider** – For employees, volunteers, and household members of a child care operation
  - ✓ **Adoption Study** – For parents, household members, and visitors of an adoptive home
  - ✓ **Private Agency Employment/Volunteer** – For employees and volunteers of a Child Placing Agency
  - ✓ **Foster Parent Licensing** – For parents, household members, and visitors of a foster home

2) Print out the request form:
   - Sign and date **Part I**
   - Sign and date sections a and b in **Part III**

**Note:** Both your signatures and the dates MUST be handwritten. North Dakota rejects requests if the signature and date are entered electronically.

3) Send the request form to the CBCU by either:
   - Scanning the form and sending it as an email attachment (preferred) with the **Subject** line “Abuse and Neglect History Request for North Dakota” to: CBCUBackgroundChecks@hhs.texas.gov
   - Faxing it and entering “Abuse and Neglect History Request for North Dakota” on the cover sheet to: 512-339-5871

North Dakota sends the results to the CBCU by email within 30 days.
Contact Information for North Dakota Abuse and Neglect History

Website: Background Checks for Child Care Providers

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

ND – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

North Dakota processes name-based Criminal History Checks and charges a $15 fee. Complete the request form and submit it with payment to North Dakota by mail.

Follow the steps below to request a Criminal History Check from North Dakota for Texas Child Care Regulation:

1) Fill in the fields of the ND Request for Criminal History Record Information request form as follows:
   ▪ Mail to Attention of – Enter “Leah Trevino”
   ▪ Telephone Number – Enter “512-919-7811”
   ▪ Name/Company – Enter “Texas Health and Human Services –CBCU”
   ▪ Address – Enter “P.O. Box 149030 Mail Code: 121-7”
   ▪ City – Enter “Austin”
   ▪ State – Enter “TX”
   ▪ Zip Code – Enter “78714-9030”
   ▪ Last Name – Enter your last name
   ▪ First Name – Enter your first name
   ▪ Middle Name – Enter your middle name
   ▪ Last Name(s) (AKA/Maiden/Former) – Enter any alternate names you have used
   ▪ Date of Birth – Enter your DOB as mm/dd/yyyy
   ▪ Social Security Number – Enter your SSN. If none, enter “N/A”.
   ▪ BCI State ID Number – Leave blank
   ▪ Specific Reportable Criminal Event Identified by Date, Offense, and Agency or Court – Leave blank

146

Texas Health and Human Services

Revised October 27, 2021
Current Address – Enter your address
City – Enter your city
State – Enter your state
Zip Code – Enter your zip code

2) Print out the request form
3) Write a check or money order in the amount of $15 made payable to:
North Dakota Attorney General
4) Send the request form and payment by mail to:

Criminal Records Section
North Dakota Bureau of Criminal Investigation
4205 State Street
P.O. Box 1054
Bismarck, ND 58502-1054

5) Send an email confirming that the request has been mailed to North Dakota to:
CBCUBackgroundChecks@hhs.texas.gov

North Dakota sends the results to the CBCU by mail within seven to ten business days. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

Contact Information for North Dakota Criminal History
Website: Requesting a Criminal History Record Check

Contact Information for the CBCU
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

Residential Child Care Employees or Foster and Adoptive Parents and Household Members
An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.
Ohio

OH — ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Care Employees and Volunteers

Ohio processes Abuse and Neglect History checks for child care purposes through an online portal and does not charge a fee. Submit a request to Ohio in the portal.

Follow the steps below to request an Abuse and Neglect History Check from Ohio for Texas Child Care Regulation:

1) Go to the Ohio Professional Registry -Create Profile webpage to create a profile –
   Note: You must use Chrome or Firefox as your web browser to submit a background check request. Ohio’s system will not accept requests using Internet Explorer.
   ▪ Email Validation – Enter your email address twice
   ▪ Name Validation – Fill in the fields with your name and DOB and click the Check Name button
     Note: If a duplicate record is found, you will need to call Ohio at 877-547-6978, option 1 for assistance
   ▪ Personal Information – Fill in the fields with any former names and your phone numbers
   ▪ Address – Fill in the fields with your current address
     o County – Select “(Not in Ohio)”
   ▪ Demographics – Select your gender, race, ethnicity, and primary language
   ▪ Sign In Credentials – Create a Username and a Password and click the Create Profile button

2) Check your email for a message from OCCRRRA and click on the link in the message to verify your email

3) Once you are back on the OCCRRRA website, copy or save your Ohio Professional Identification Number (OPIN) and click the Sign In button

4) Enter your Username, OPIN, or email address and password and click Sign In
   ▪ Click on your name in the upper right corner
   ▪ Select Request Background Check from the drop down menu
   ▪ On the Overview page, click Start Request

Texas Health and Human Services

Revised October 27, 2021
Note: Disregard item #1 on this page instructing you to “Submit your fingerprints” as your fingerprints are not required for this background check.

- Review your personal information for accuracy:
  - If anything is incorrect, click Edit Profile to make changes and then select Request Background Check from the upper right corner again
  - If everything is correct, click Start Request

- Enter your Social Security number and any previous names you have used
- Enter your current and previous addresses for the last five years
  - Dates must be entered as mm/dd/yyyy. Enter today’s date in the To field of your current address
  - Click the Add Address button after each entry
- Enter your personal characteristics and the approximate start date of your employment

- Role – Select the appropriate option based on your position:
  - Owner/Administrator/Provider – If you are the permit holder or director
  - Child Care Staff Member/Teacher – If you work directly with children
  - Employee – If you work at a child care facility but do not work directly with children
  - Volunteer – If you are a volunteer
  - Family Child Care Resident – If you are household member in a home-based child care operation

- Reason for Request – Select Out of State/Former Ohio Resident

- Employed in Child Care in the last 6 months? – Select the appropriate option based on your job history:
  - Yes – If you worked in child care in Ohio in the last 6 months
  - No – If you have not worked in child care in Ohio in the last 6 months

- Use text box to provide any additional information for processing
  – Enter the following information in this text box:
    Please send results to CBCUBackgroundChecks@hhs.texas.gov

- Click Next Section

- Program Search – Select the checkbox for No program associated at this time

- Individual Signature – Type your name in this field
Select the checkbox for *I agree to the terms and conditions* and click **Submit**

- Copy or save your Request ID#

5) Send an email confirming that the request has been submitted in the Ohio portal to: CBCUBackgroundChecks@hhs.texas.gov

Ohio sends the results to the CBCU by email within 30 days.

*Contact Information for Ohio Abuse and Neglect History*
Website: Ohio Child Protective Services

*Contact Information for the CBCU*

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

**Foster or Adoptive Parents and Household Members**

Ohio requires the CBCU to submit the request for foster and adoptive purposes through an online portal and does not charge a fee. Contact the CBCU to start the background check process.

**Follow the steps below to request an Abuse and Neglect History Check from Ohio for Texas Child Care Regulation:**

1) Create an email with the *Subject* line “Abuse and Neglect History Check Needed from Ohio” and provide the following information in the message:
   - Your name
   - Your Social Security Number
2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov
3) After the CBCU sends you an email, sign and date the attached *Ohio Consent Letter* by either:
   - Using an electronic signature (see How to Electronically Sign Documents without Printing and Scanning Them)
4) Fill in the attached Additional Info document with your previous addresses
   Note: This must include your previous Ohio address and the approximate month and year you moved in and out of this residence
5) Make a copy or take a photo of two of the following identification documents:
   - **SSN** – A copy of either your:
     - Social Security Card
     - W-2 statement that displays your name and SSN
     - 1099 form that displays your SSN (must not be handwritten)
     - Receipt from the Social Security Administration showing you have applied for a replacement card (must display your SSN)
   - **Personal ID** – A copy of either your:
     - Driver’s License
     - State-issued ID
     - Birth Certificate
     - U.S. Passport
6) Send the Ohio Consent Letter, Additional Info document, and both copies of your ID to the CBCU by either:
   - Scanning the form and copies of ID and sending it as an email attachment (preferred) with the Subject line “Abuse and Neglect History Request for Ohio” to: CBCUBackgroundChecks@hhs.texas.gov
   - Faxing them and entering “Abuse and Neglect History Request for Ohio” on the cover sheet to: 512-339-5871

Ohio sends the results to the CBCU by email within 30 days.

**Contact Information for Ohio Abuse and Neglect History**
Website: Ohio Child Protective Services

**Contact Information for the CBCU**
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov
OH – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers
The CBCU does not require a separate Criminal History Check from Ohio due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members
An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

OK – ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Care Employees and Volunteers
Oklahoma processes checks for child care purposes through an online portal. Contact the CBCU to start the background check process.

Follow the steps below to request an Abuse and Neglect History Check from Oklahoma for Texas Child Care Regulation:

1) Create an email with the Subject line “Abuse and Neglect History Check Needed from Oklahoma” and provide the following information in the message:
   ▪ Your name
   ▪ Your Social Security Number
2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov

Oklahoma provides the results to the CBCU immediately in the online portal.
Contact Information for Oklahoma Abuse and Neglect History
Website: OK Licensing Records - Background Checks

Contact Information for the CBCU
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

Foster or Adoptive Parents and Household Members
Oklahoma is considered a Non-Adam Walsh state and does not process Abuse and Neglect History Checks for foster and adoptive purposes. No further action is needed for this particular check.

OK – Criminal History Check

Day Care Employees and Volunteers
The CBCU does not require a separate Criminal History Check from Oklahoma due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members
An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.
Oregon

OR – ABUSE AND NEGLECT HISTORY CHECK

Oregon has the same process for child care and foster and adoptive purposes and requires the CBCU to submit the request. Contact the CBCU to start the background check process.

Exceptions:

❖ Minors Under Age 16: Oregon does not perform Abuse and Neglect History Checks on a person under the age of 16. If the person is between the ages of 14 – 15 years old, no further action is required for this check.

Follow the steps below to request an Abuse and Neglect History Check from Oregon for Texas Child Care Regulation:

1) Create an email with the Subject line “Abuse and Neglect History Check Needed from Oregon” and provide the following information in the message:
   ▪ Your name
   ▪ Your Social Security Number
2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov
3) After the CBCU sends you an email with the attached request form, fill in the fields on page 2 of the OR Abuse Neglect Registry Information Request Form as follows:

   Note: Your entries MUST be typewritten. Oregon rejects request forms that are filled out by hand.

   - Applicant Information
     o Enter your personal identifying information
     o Position title – Enter one of the following based on your role:
       • “Child Care Provider” – For all child care and residential child care staff and volunteers
       • “Child Care Household Member”
       • “Foster/Adoptive Parent”
       • “Foster/Adoptive Household Member”

   - County Information – List all Oregon counties in which you previously resided and the approximate month and year you moved in and out of each county
4) Print out the request form and sign and date the bottom of page 2
5) Return the request form to the CBCU by either:
   - Scanning the form and sending it as an email attachment (preferred) with the Subject line “Abuse and Neglect History Request for Oregon” to: CBCUBackgroundChecks@hhs.texas.gov
   - Faxing it and entering “Abuse and Neglect History Request for Oregon” on the cover sheet to: 512-339-5871

Oregon sends the results to the CBCU by email within a couple of weeks.

Contact Information for Oregon Abuse and Neglect History
Website: Oregon Child Protective Services Checks

Contact Information for the CBCU
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

OR – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers
The CBCU does not require a separate Criminal History Check from Oregon due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members
An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.
Pennsylvania

PA – ABUSE AND NEGLECT HISTORY CHECK

Pennsylvania has the same process for child care and foster and adoptive purposes through an online portal and charges a $13 fee. Submit a request and payment to Pennsylvania in the online portal.

Follow the steps below to request an Abuse and Neglect History Check from Pennsylvania for Texas Child Care Regulation:

1) Go to the PA Child Welfare Portal and click the button to Create Individual Account
2) Once you have a Keystone ID:
   ▪ Return to the PA Child Welfare Portal and click the Individual Login button
   ▪ Select Access My Clearances and scroll to the bottom of the page and click Continue
3) Log on to the database and submit your request for a clearance. (See Child Welfare FAQs if you have any questions). You will need to provide the following information:
   ▪ Previous addresses since 1975 or your date of birth – partial addresses are acceptable (such as simply the city and state)
   ▪ Names of all people with whom you have lived since 1975 or your date of birth (including parents, guardians, siblings, spouses, and roommates)
   ▪ Any alternate names you have used
   ▪ Credit card information for payment
4) Send an email confirming that the request has been submitted in the Pennsylvania portal to: CBCUBackgroundChecks@hhs.texas.gov
5) After Pennsylvania sends you an email notification that the results are available in the portal, send the results to the CBCU by either:
   ▪ Scanning the results and sending it as an email attachment (preferred) with the Subject line “Abuse and Neglect History Results for Pennsylvania” to CBCUBackgroundChecks@hhs.texas.gov
   ▪ Faxing it and entering “Abuse and Neglect History Results for Pennsylvania” on the cover sheet to 512-339-5871
Note: If you have difficulties with the online portal or do not have a credit card to pay the fee online –

1) Create an email with the Subject line “Pennsylvania Abuse and Neglect Request Form Needed” and provide the following information in the message:
   ▪ Your name
   ▪ Your Social Security Number
2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov

Pennsylvania provides the results in the online portal within 14 business days.

Contact Information for Pennsylvania Abuse and Neglect History
Website: PA Child Welfare Portal

Contact Information for the CBCU
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

PA – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers
Pennsylvania processes name-based Criminal History Checks through an online portal and charges a $22 fee. Submit a request and payment to Pennsylvania in the online portal.

Follow the steps below to request a Criminal History Check from Pennsylvania for Texas Child Care Regulation:

1) Go to the PATCH website and select Submit a New Record Check
2) Select the radio button for Individual Request
3) Select “Employment” from the Reason for Request dropdown
4) Enter your personal information and pay the $22 fee
5) Send an email confirming that the request has been submitted in the Pennsylvania portal to: CBCUBackgroundChecks@hhs.texas.gov

6) After Pennsylvania sends you an email notification that the results are available in the portal, send the results to the CBCU by either:
   - Sending it as an email attachment (preferred) with the Subject line “Criminal History Results for Pennsylvania” to: CBCUBackgroundChecks@hhs.texas.gov
   - Faxing it and entering “Criminal History Results for Pennsylvania” on the cover sheet to: 512-339-5871

**Note:** If you have difficulties with the online portal or do not have a credit card to pay the fee online –

1) Create an email with the Subject line “Pennsylvania Criminal History Request Form Needed” and provide the following information in the message:
   - Your name
   - Your Social Security Number
2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov

Pennsylvania provides the results immediately in the online portal.

**Contact Information for Pennsylvania Criminal History**

Website: PATCH

**Contact Information for the CBCU**

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

**Residential Child Care Employees or Foster and Adoptive Parents and Household Members**

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.
Puerto Rico

PR — Abuse and Neglect History Check

Puerto Rico has the same process for child care and foster and adoptive purposes and requires the CBCU to submit the request. Contact the CBCU to start the background check process.

Follow the steps below to request an Abuse and Neglect History Check from Puerto Rico for Texas Child Care Regulation:

1) Create an email with the Subject line “Abuse/Neglect History Check Needed from Puerto Rico” and provide the following information in the message:
   - Your name
   - Your Social Security Number
2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov
3) After the CBCU sends you an email, fill in the fields of the attached PR Background Check of Child Abuse Request Form as follows (Use the Fill & Sign feature to enter text in the document):
   - Page 1 — List the following:
     - Marital Status — Enter “Single”, “Married”, “Divorced”, or “Widowed” as appropriate
     - Address — Enter your current address and previous addresses for the last five years along with the estimated month and year you moved in and out of each residence
   - Page 2 — List the following:
     - Applicant’s Occupation — Enter your current job title (such as Child Care Provider or Teacher’s Aid)
     - Current Place of Work — Enter the name of your current employer
     - Previous Place of Work — Enter the name of the last place you worked
     - Have you worked in any child service institution? — Select the appropriate checkboxes
     - Identification of Current Members of Your Family — Enter the name, date of birth, age, sex and relationship to you for each person who is currently considered immediate family, even if the person does not live with you
Identification of Previous Members of Your Family – Enter the name, date of birth, age, sex and relationship to you for each person who is currently considered immediate family, even if the person does not live with you

- Page 3 –
  - Name – Enter your name in both Name fields next to the highlighted Signature fields
  - Day-Month-Year – Enter the date that you sign the form as dd/mm/yyyy
  - Name of Signature’s Witness – Enter the name of the person who is witnessing your signature

4) Print out the request form and follow the steps below:

- Page 3 –
  - Sign the request form in BOTH Signature fields that are highlighted in yellow in the presence of a witness
  - Have the witness sign and date the Signature and Day-Month-Year fields next to the Name of Signature’s Witness

5) Return the request form to the CBCU by either:

- Scanning the form and sending it as an email attachment (preferred) with the Subject line “Abuse and Neglect History Request for Puerto Rico” to: CBCUBackgroundChecks@hhs.texas.gov
- Faxing it and entering “Abuse and Neglect History Request for Puerto Rico” on the cover sheet to 512-339-5871

Puerto Rico sends the results to the CBCU by mail within several weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

Contact Information for Puerto Rico Abuse and Neglect History
Email: registrocentral@familia.pr.gov

Contact Information for the CBCU
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

160

Texas Health and Human Services

Revised October 27, 2021
PR – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

Puerto Rico processes name-based Criminal History Checks through an online portal if you have a Puerto Rico driver’s license number or identification number and does not charge a fee. Submit a request to Puerto Rico in the online portal.

Exception:

▪ **Minors Under Age 16:** Puerto Rico does not perform Criminal History Checks on a person under the age of 16. If the person is between the ages of 14 – 15 years old, no further action is required for this check.

Follow the steps below to request a Criminal History Check from Puerto Rico for Texas Child Care Regulation:

1) Go to the [New Service for Requesting Good Standing Certificate](#) website and submit your request online
2) Check your email regularly for the results from Puerto Rico
   **Note:** Puerto Rico sends the results by email immediately if no record is found, but it may take longer if there is a record. Check your Junk or Spam folder for the results.
3) Send the results to the CBCU by either:
   ▪ Sending it as an email attachment (preferred) with the **Subject** line “Criminal History Results for Puerto Rico” to: CBCUBackgroundChecks@hhs.texas.gov
   ▪ Faxing it and entering “Criminal History Results for Puerto Rico” on the cover sheet to: 512-339-5871

**Note:** If you do not have a Puerto Rico ID or are unable to remember your Puerto Rico driver’s license number or ID number, there is a different process and the CBCU must complete the check:

1) Create an email with the **Subject** line “Puerto Rico Criminal History Check Needed – No PR ID” and provide the following information in your message:
   ▪ Your name
   ▪ Your Social Security Number
   ▪ Previous Address in Puerto Rico
▪ Mother’s Last Name
▪ Father’s Last Name

2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov

Puerto Rico sends the results to you immediately by email if you submit the request online.

**Contact Information for Puerto Rico Criminal History**

Website: Puerto Rico Background Check Program

**Contact Information for the CBCU**

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

**Residential Child Care Employees or Foster and Adoptive Parents and Household Members**

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.
Rhode Island

RI – Abuse and Neglect History Check

Rhode Island has the same process for child care and foster and adoptive purposes and requires the CBCU to submit the request. Contact the CBCU to start the background check process.

Follow the steps below to request an Abuse and Neglect History Check from Rhode Island for Texas Child Care Regulation:

1) Create an email with the Subject line “Abuse and Neglect History Check Needed from Rhode Island” and provide the following information in the message:
   ▪ Your name
   ▪ Your Social Security Number
   ▪ Your last address in Rhode Island and the approximate month and year you moved in and out of that residence
2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov
3) After the CBCU sends you an email, print out the attached RI Release Letter
4) Sign and date the release letter
5) Return the release letter to the CBCU by either:
   ▪ Scanning the form and sending it as an email attachment (preferred) with the Subject line “Abuse and Neglect History Request for Rhode Island” to: CBCUBackgroundChecks@hhs.texas.gov
   ▪ Faxing it and entering “Abuse and Neglect History Request for Rhode Island” on the cover sheet to 512-339-5871

Rhode Island sends the results to the CBCU by email within a couple of weeks.

Contact Information for Rhode Island Abuse and Neglect History

Website: RI Confidential Records Request
Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

RI – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers
Rhode Island processes name-based Criminal History Checks and charges a $5 fee. Contact the CBCU to start the background check process.

Follow the steps below to request a Criminal History Check from Rhode Island for Texas Child Care Regulation:

1) Create an email with the Subject line “Criminal History Check Needed from Rhode Island” and provide the following information in the message:
   ▪ Your name
   ▪ Your Social Security Number
2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov
3) After the CBCU sends you an email with attached documents:
   ▪ Print out the attached RI Disclaimer form and sign it in the presence of a notary
   ▪ Have the notary sign and seal the RI Disclaimer form
   ▪ Print out the attached RI Agency Letter
   ▪ Make a copy of your driver’s license or photo ID (both front and back)
   ▪ Write a check or money order in the amount of $5 made payable to: BCI
   ▪ Address a stamped envelope to:
     Texas Health and Human Services –CBCU
     P.O. Box 149030 Mail Code: 121-7 ATTN: LTrevino
     Austin, TX 78714-9030
   ▪ Send the RI Disclaimer form, RI Agency Letter, copy of your ID, Texas-addressed envelope, and payment by mail to:
     Rhode Island Office of the Attorney General
     4 Howard Avenue
     Cranston, RI 02920

164

Texas Health and Human Services

Revised October 27, 2021
4) Send an email confirming that the request has been mailed to Rhode Island to: CBCUBackgroundChecks@hhs.texas.gov

Rhode Island sends the results to the CBCU by mail within seven business days. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

**Contact Information for Rhode Island Criminal History**
Website: RI Bureau of Criminal Investigation

**Contact Information for the CBCU**
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

**Residential Child Care Employees or Foster and Adoptive Parents and Household Members**
An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

**South Carolina**

**SC – ABUSE AND NEGLECT HISTORY CHECK**

**Day Care or Residential Child Care Employees or Volunteers**
South Carolina requires the CBCU to submit the request. Contact the CBCU to start the background check process.
Follow the steps below to request an Abuse and Neglect History Check from South Carolina for Texas Child Care Regulation:

1) Create an email with the Subject line “Abuse and Neglect History Check Needed from South Carolina” and provide the following information in the message:
   - Your name
   - Your Social Security Number

2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov

3) After the CBCU sends you an email, fill in the fields of the attached SC Consent to Release Information for Out of State Agencies - DC form as follows:
   - Full Name – Enter your last, first, and full middle name.
   - DOB – Enter your date of birth as mm/dd/yyyy
   - Sex – Enter your sex
   - Maiden/Former Name – Enter your maiden name and any other previous names you have used.
   - Race – Enter your race
   - Complete SSN – Enter your full Social Security number
   - Current Address – Enter your current address
   - Please list the SC address(es) that you have lived in the past 5 years, including dates of each residency – List all previous addresses in which you have lived in the last five years, along with the approximate month and year you moved in and out of each residence.

4) Print out the request form and sign and date it in the presence of a witness
   **Note:** Your signature MUST be handwritten.

5) Have the witness sign and date the request form

6) Return the request form to the CBCU by either:
   - Scanning the form and sending it as an email attachment (preferred) with the Subject line “Abuse and Neglect History Request for South Carolina” to: CBCUBackgroundChecks@hhs.texas.gov
   - Faxing it and entering “Abuse and Neglect History Request for South Carolina” on the cover sheet to 512-339-5871

South Carolina sends the results to the CBCU by email or fax within a couple of weeks.
**Contact Information for South Carolina Abuse and Neglect History**

Website: [SC Child Care Licensing Requirements](#)  
Phone: 803-898-2570

**Contact Information for the CBCU**

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

**Foster or Adoptive Parents and Household Members**

South Carolina processes Abuse and Neglect History checks for foster and adoptive purposes by mail and charges an $8 fee. Complete the request form and submit it with payment to South Carolina by mail.

---

**Follow the steps below to request an Abuse and Neglect History Check from South Carolina for Texas Child Care Regulation:**

1) Fill in the fields of the [SC Consent to Release Information-FosterAdopt](#) request form as follows:

- **Section I Purpose for Request** – Select the appropriate checkbox based on your role:
  - *Becoming or remaining a foster parent or potential adoptive parent* – For a foster or adoptive parent
  - *I am requesting a search ONLY of the Central Registry of Child Abuse and Neglect for a purpose of* – For household members of a foster/adoptive home and enter “Foster/Adoptive Household Member”

- **Section II**
  - *Mail Results To* – Enter:  
    “Texas Health and Human Services –CBCU  
    P.O. Box 149030 Mail Code: 121-7  
    Austin, TX 78714-9030”
  - *ATTN:* – Enter “Leah Trevino”
  - *Tel. No.* – Enter “512-919-7811”

- **Section III** – Select the checkbox for *State Agencies*

- **Section IV**
OUT-OF-STATE RESOURCE GUIDE FOR CHILD CARE EMPLOYEES AND FOSTER AND ADOPTIVE PARENTS IN TEXAS

- **Name** – Enter your full name
- **DOB** – Enter your date of birth
- **Sex** – Enter your sex
- **Race** – Enter your race
- **Maiden/Aliases** – Enter all alternate names you have used in the past
- **Name Change** – Enter any recent name changes
- **Place of Birth** – Enter the state in which you were born
- **SSN** – Enter your Social Security Number. If you do not have an SSN, enter “N/A”.
- **Current Address** – Enter your current address
- **Previous Address** – Enter your last address in South Carolina and any other previous addresses in the last seven years

2) Print out the request form and sign and date it in the presence of a witness or a notary

3) Have the witness or notary sign and date the request form

4) Write a check or money order in the amount of $8 made payable to:
   South Carolina Dept. of Social Services

5) Send the request form and payment by mail to:

   South Carolina Dept. of Social Services
   ATTN: Cashier
   1535 Confederate Avenue
   P.O. Box 1520
   Columbia, SC 29202-1520

6) Send an email confirming that the request has been mailed to South Carolina to:
   CBCUBackgroundChecks@hhs.texas.gov

South Carolina sends the results to the CBCU by mail within several weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

**Contact Information for South Carolina Abuse and Neglect History**

Website: SC Child Care Licensing Requirements

168

Texas Health and Human Services  
Revised October 27, 2021
Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

SC – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers
South Carolina processes name-based Criminal History Checks through an online portal and charges a $26 fee. Submit a request to South Carolina in the online portal.

Follow the steps below to request a Criminal History Check from South Carolina for Texas Child Care Regulation:

1) Go to the South Carolina Law Enforcement Division website
   ▪ Click the I accept these terms and conditions button
   ▪ Eligibility for Reduced Fees page – Select the Not Eligible button
   ▪ South Carolina Record Check Subject
     o Last Name – Enter your legal last name
     o First Name – Enter your first name
     o Date of Birth – Enter your DOB as YYYYMMDD
     o Maiden Name – Enter your maiden name, if applicable. If none, leave blank.
     o Gender – Select the appropriate dropdown option
     o SSN – Enter your Social Security number. If you do not have an SSN, leave blank.
     o Click the Submit button
   ▪ Information Verification and Payment
     o Review your information to confirm it is correct. If there are any errors, click on the Edit link to make any changes.
     o Select the checkbox stating I have read and acknowledge the above statements and understand that my credit card will be charged, whether or not I print the result.
     o Click the Make Payment button
   ▪ Order Summary – Enter your credit card information
     -South Carolina provides the results to you immediately in the online portal-
2) Print or save the results to a folder on your computer (Click the Print button and select Microsoft Print to PDF from the Printer dropdown options to save the results as a PDF)
3) Send the results to the CBCU by either:
   ▪ Scanning the results and sending it as an email attachment (preferred) with the Subject line “Criminal History Results for South Carolina” to: CBCUBackgroundChecks@hhs.texas.gov
   ▪ Faxing it and entering “Criminal History Results for South Carolina” on the cover sheet to: 512-339-5871

Note: If you have difficulties with the online portal or do not have a credit card to pay the fee online –
   1) Create an email with the Subject line “South Carolina Criminal History Check – Paper Request Needed” and provide the following information in the message:
      ▪ Your name
      ▪ Your Social Security Number
   2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov

South Carolina provides the results to you immediately in the online portal for requests submitted online. South Carolina sends the results to the CBCU by mail within several weeks for requests submitted through the paper process.

Contact Information for South Carolina Criminal History
Website: South Carolina Law Enforcement Division

Contact Information for the CBCU
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov
Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

South Dakota

SD — ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Child Care Employees or Volunteers

South Dakota requires the request to be submitted by mail. Complete the request form and send it to South Dakota by mail.

Follow the steps below to request an Abuse and Neglect History Check from South Dakota for Texas Child Care Regulation:

1) Save the SD Individual Request for Screening for Substantiated Reports of Child Abuse or Neglect to your computer to enable the Fill & Sign feature
2) Open the request form from your computer and use the Fill & Sign feature – or print out the request form – and fill in the fields as follows (use print):
   ▪ My reason for requesting this screening is – Enter “Child Care Regulation in Texas”
   ▪ Full name – Enter your first, middle, and last name
   ▪ Maiden and former names or any alias – Enter all alternate names you have used
   ▪ Date of Birth – Enter your DOB as mm/dd/yyyy
   ▪ Social Security Number – Enter your full SSN
   ▪ List full birth name and birth date of all your biological children, including those that are adults
   ▪ YOUR Name and Return Address
     o Your Name – Enter your first and last name
     o Street Address – Enter your address
     o PO Box Number/Apt/Suite/Unit/Lot – Enter the apartment or unit #
     o City State Zip – Enter your city, state, and zip code
     o Your return email address – Enter your email address

171

Texas Health and Human Services

Revised October 27, 2021
3) Sign and date the request form in the presence of a notary
4) Have the notary sign and seal the request form
5) Scan the request form and attach it to an email message with the Subject line “Request for Screening for Texas Child Care”
6) Send the request form to: DSSCRS@state.sd.us
7) Send an email confirming that the request has been submitted to South Dakota to: CBCUBackgroundChecks@hhs.texas.gov
8) After South Dakota sends you the results by email, send the results to the CBCU by either:
   ▪ Scanning the results and sending it as an email attachment (preferred) with the Subject line “Abuse and Neglect History Results for South Dakota” to CBCUBackgroundChecks@hhs.texas.gov
   ▪ Faxing it and entering “Abuse and Neglect History Results for South Dakota” on the cover sheet to 512-339-5871

South Dakota sends the results to you by email within a couple of weeks.

**Contact Information for South Dakota Abuse and Neglect History**
Website: SD Child Care Provider Screening
Email: DSSCRS@state.sd.us

**Contact Information for the CBCU**
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

**Foster or Adoptive Parents and Household Members**
South Dakota requires the CBCU to submit the request for foster and adoptive purposes. Contact the CBCU to start the background check process.
Follow the steps below to request an Abuse and Neglect History Check from South Dakota for Texas Child Care Regulation:

1) Create an email with the Subject line “Abuse and Neglect History Check Needed from South Dakota” and provide the following information in the message:
   - Your name
   - Your Social Security Number
2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov
3) After the CBCU sends you an email, save the attached SD Out-of-State Screening Request Form to your computer to enable the Fill & Sign feature – or print out the request form – and fill in the fields as follows (use print):
   - Enter any other maiden names or former names not already listed on the form
   - Enter the full name and date of birth for each of your biological children, including those who are adults
4) Sign and date the request form in the presence of a notary
5) Have the notary sign and seal the request form
6) Return the request form to the CBCU by either:
   - Scanning the form and sending it as an email attachment (preferred) with the Subject line “Abuse and Neglect History Request for South Dakota” to: CBCUBackgroundChecks@hhs.texas.gov
   - Faxing it and entering “Abuse and Neglect History Request for South Dakota” on the cover sheet to 512-339-5871

South Dakota sends the results to the CBCU by email within a couple of weeks.

Contact Information for South Dakota Abuse and Neglect History
Website: SD Child Protection Services

Contact Information for the CBCU
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov
SD – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

South Dakota requires the submission of fingerprints to perform a Criminal History Check and charges a $26.75 fee. Complete the request form and send it with your fingerprints and payment to South Dakota by mail.

Follow the steps below to request a Criminal History Check from South Dakota for Texas Child Care Regulation:

1) Save the SD Authorization and Release Form to your computer to enable the Fill & Sign feature

2) Open the request form from your computer and use the Fill & Sign feature – or print out the request form – and fill in the fields as follows (use print):
   - On the first line – Enter your full name
   - On the second line – Enter “Texas Health and Human Services –CBCU”
   - On the third line – Enter “Texas Health and Human Services –CBCU”
   - On the fourth line – Enter your full name
   - Mail Response To – Enter:
     “Texas Health and Human Services –CBCU
     P.O. Box 149030 Mail Code: 121-7 ATTN: MNuncio
     Austin, TX 78714-9030”

2) Contact a local law enforcement agency or visit the IdentoGO Fingerprint Card webpage and schedule an appointment to get fingerprinted on two FD-258 cards (See Fingerprinting Process for Out-of-State Checks for details)

   Note: You will submit one fingerprint card to South Dakota and save one fingerprint card in case your fingerprints are rejected the first time and you must submit a second set of prints.

3) Fill in the fields on the FD-258 fingerprint card as follows:
   - Enter your name and personal identifying information, including height, weight, and place of birth
   - Signature of Person Fingerprinted – Enter your signature
   - Reason Fingerprinted – Enter “TX Child Care Regulation”

4) Sign and date the request form in the presence of two witnesses
5) Have both witnesses sign the request form
6) Write a check or money order in the amount of $26.75 made payable to: DCI
7) Send the request form, fingerprint card, and payment by mail to:
South Dakota sends the results to the CBCU by mail within several weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

Contact Information for South Dakota Criminal History

Website: SD State Only Background Checks

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.
Tennessee

TN – ABUSE AND NEGLECT HISTORY CHECK

Day Care or Residential Care Employees and Volunteers

Tennessee requires the CBCU to submit the request for child care purposes. Contact the CBCU to start the background check process.

Follow the steps below to request an Abuse and Neglect History Check from Tennessee for Texas Child Care Regulation:

1) Create an email with the Subject line “Abuse and Neglect History Check Needed from Tennessee“ and provide the following information in the message:
   ▪ Your name
   ▪ Your Social Security Number
   ▪ Your last address in Tennessee and the approximate month and year you moved in and out of that residence
2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov

Tennessee sends the results to the CBCU by email within seven to ten business days.

Contact Information for Tennessee Abuse and Neglect History

Website: TN Background Checks for Child Care Employees

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov
Foster or Adoptive Parents and Household Members

Tennessee requires the CBCU to submit the request for foster and adoptive purposes. Contact the CBCU to start the background check process.

Exceptions:

❖ **Visitors:** Tennessee does not perform Abuse and Neglect History Checks for regular or frequent visitors in a foster/adoptive home. If the person is a regular or frequent visitor, no further action is required for this particular check.

Follow the steps below to request an **Abuse and Neglect History Check** from Tennessee for Texas Child Care Regulation:

1) Create an email with the **Subject** line “Abuse and Neglect History Check Needed from Tennessee” and provide the following information in the message:
   - Your name
   - Your Social Security Number
   - Your last address in Tennessee and the approximate month and year you moved in and out of that residence
2) Send the email to: [CBCUBackgroundChecks@hhs.texas.gov](mailto:CBCUBackgroundChecks@hhs.texas.gov)
3) After the CBCU sends you an email, print out the attached **TN Release Letter**
4) Sign and date the **TN Release Letter**
5) Return the **TN Release Letter** to the CBCU by either:
   - Scanning the form and sending it as an email attachment (preferred) with the **Subject** line “Abuse and Neglect History Request for Tennessee” to: [CBCUBackgroundChecks@hhs.texas.gov](mailto:CBCUBackgroundChecks@hhs.texas.gov)
   - Faxing it and entering “Abuse and Neglect History Request for Tennessee” on the cover sheet to: 512-339-5871

Tennessee sends the results to the CBCU by email within seven to ten business days.

**Contact Information for the CBCU**

If you have any questions about the background check process or information in this guide, contact: [CBCUBackgroundChecks@hhs.texas.gov](mailto:CBCUBackgroundChecks@hhs.texas.gov)
TN — CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers
The CBCU does not require a separate Criminal History Check from Tennessee due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members
An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

U.S. Virgin Islands

USVI — ABUSE AND NEGLECT HISTORY CHECK
The U.S. Virgin Islands has the same process for child care and foster and adoptive purposes and requires the CBCU to submit the request. Contact the CBCU to start the background check process.

Follow the steps below to request an Abuse and Neglect History Check from the U.S Virgin Islands for Texas Child Care Regulation:

1) Create an email with the Subject line “Abuse and Neglect History Check Needed from U.S. Virgin Islands” and provide the following information in the message:
   ▪ Your name
   ▪ Your Social Security Number
   ▪ Your last address in the U.S. Virgin Islands and the approximate month and year you moved in and out of that residence

2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov

3) After the CBCU sends you an email, print out the attached USVI Consent for Release Information form
4) Sign and date the release form in the presence of two witnesses
5) Have both witnesses sign the release form
6) Return the release form to the CBCU by either:
   ▪ Scanning the form and sending it as an email attachment (preferred) with
     the Subject line “Abuse and Neglect History Request for U.S. Virgin
     Islands” to: CBCUBackgroundChecks@hhs.texas.gov
   ▪ Faxing it and entering “Abuse and Neglect History Request for U.S. Virgin
     Islands” on the cover sheet to: 512-339-5871

U.S. Virgin Islands sends the results to the CBCU by email within several weeks.

Contact Information for U.S. Virgin Islands Abuse and Neglect History
Website: U.S. Virgin Islands Department of Human Services

Contact Information for the CBCU
If you have any questions about the background check process or information in this
guide, contact: CBCUBackgroundChecks@hhs.texas.gov

USVI – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers
The U.S. Virgin Islands processes name-based Criminal History Checks and charges a
$12 fee. Contact the CBCU to start the background check process.

Follow the steps below to request a Criminal History Check from the U.S.
Virgin Islands for Texas Child Care Regulation:

1) Create an email with the Subject line “Criminal History Check Needed from U.S.
   Virgin Islands” and provide the following information in the message:
   ▪ Your name
   ▪ Your Social Security Number
   ▪ Your city and state of birth
OUT-OF-STATE RESOURCE GUIDE FOR CHILD CARE EMPLOYEES AND FOSTER AND ADOPTIVE PARENTS IN TEXAS

2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov
3) After the CBCU sends you an email, print out the attached USVI Request Letter and USVI Release Letter
4) Sign the USVI Release Letter in the presence of a notary
5) Have the notary sign and seal the USVI Release Letter
6) Purchase a money order in the amount of $12 made payable to: U.S. Virgin Islands Government
7) Address a stamped envelope to:

Texas Health and Human Services –CBCU
P.O. Box 149030 Mail Code: 121-7 ATTN: MNuncio
Austin, TX 78714-9030

8) Send the USVI Request Letter, USVI Release Letter, payment, and Texas-addressed envelope by mail to:

U.S. Virgin Islands Police Department
ATTN: Records
#45 Mars Hill
Frederiksted, St. Croix VI 00840

9) Send an email confirming that the request has been mailed to USVI to: CBCUBackgroundChecks@hhs.texas.gov

The U.S. Virgin Islands sends the results to the CBCU by mail within several weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

Contact Information for U.S. Virgin Islands Criminal History

Website: USVI Police Department Records Bureau

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov
Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

Utah

UT – ABUSE AND NEGLECT HISTORY CHECK

Utah has the same process for child care and foster and adoptive purposes and requires the CBCU to submit the request. Complete the request form and send it to the CBCU by email or fax.

Follow the steps below to request an Abuse and Neglect History Check from Utah for Texas Child Care Regulation:

1) Save the UT Child Abuse Central Registry Request to your computer to enable the Fill & Sign feature
2) Open the request form from your computer and use the Fill & Sign feature – or print out the request form – and fill in the fields as follows (use print):
   ▪ Applicant’s Information – Enter your personal identifying information
   ▪ Return Results To
     o Name – Enter “Morgan Nuncio”
     o Agency – Enter “Texas Health and Human Services –CBCU”
     o Email Address – Select this checkbox and enter “CBCUBackgroundChecks@hhs.texas.gov”
   ▪ Reason For Request – Select the appropriate checkbox based on the your role:
     o Foster Care/Adoption/ICPC – For foster and adoptive parents and household members
     o Child Care Block Grant Act – For child care employees, volunteers, and household members in home-based child care operations
       • Provider – Enter “Texas Child Care”
       • Facility # – Leave blank
       • Sponsor – Leave blank
3) Print out the attached request form and sign and date page 2
4) Make a copy of your driver’s license, state-issued ID, or passport
5) Send the request form and copy of your photo ID to the CBCU by either:
   ▪ Scanning the form and sending it as an email attachment (preferred) with the *Subject* line “Abuse and Neglect History Request for Utah” to: CBCUBackgroundChecks@hhs.texas.gov
   ▪ Faxing it and entering “Abuse and Neglect History Request for Utah” on the cover sheet to: 512-339-5871

Utah sends the results to the CBCU by email within 30 business days.

*Contact Information for Utah Abuse and Neglect History*
Website: [Utah Department of Child and Family Services](#)

*Contact Information for the CBCU*
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

**UT – CRIMINAL HISTORY CHECK**

**Day Care Employees and Volunteers**
Utah requires the submission of fingerprints to perform a Criminal History Check and charges a $15 fee. Complete the request form and send it with your fingerprints and payment to Utah by mail.

**Follow the steps below to request a Criminal History Check from Utah for Texas Child Care Regulation:**

1) Save the [UT Application for Criminal History Record Information](#) form to your computer to enable the *Fill & Sign* feature
2) Open the request form from your computer and use the Fill & Sign feature – or print out the request form – and fill in the fields as follows in black ink (use print):

- **Name** – Enter your last, first, and middle name
- **Date of Birth** – Enter your DOB as mm/dd/yyyy
- **Previously Used Names** – Enter all names you have previously used
- **Mailing Address** – Enter your mailing address
- **Physical Address** – Enter your physical address, if different than your mailing address. If it is the same, enter “same”
- **Home Phone Number** – Enter your phone #
- **Daytime Phone Number** – Enter a daytime or work phone #, if available
- **Social Security** – Enter your SSN. If you do not have an SSN, enter “N/A”.
- **Driver License # and State** – Enter your driver’s license # and the state that issued it
- **Physical Description**:
  - **Hgt** – Enter your height
  - **Wgt** – Enter your weight
  - **Eye Color** – Enter your eye color
  - **Sex** – Enter your sex
  - **Race** – Enter your race
- Select the appropriate checkbox in the **Method of Payment** section based on your preferred form of payment

3) Pay the $15 fee either by:

- Entering your credit card information at the bottom of the request form
- Writing a check or money order in the amount of $15 made payable to: BCI

4) Print out the **UT Application for Criminal History Record Information** form and use black ink to sign the **Signature of applicant** field and enter the **Date**

5) Save the **UT Third Party Release Form** to your computer to enable the Fill & Sign feature

6) Open the **UT Third Party Release Form** from your computer and use the Fill & Sign feature – or print out the release form – and fill in the fields as follows in black ink (use print):

- **Name** – Enter “Morgan Nuncio”
- **Agency** – Enter “Texas Health and Human Services –CBCU”
- **Mailing Address** – Enter “P.O. Box 149030 Mail Code: 121-7 Austin, TX 78714-9030”
- **Name of Applicant** – Enter your full name
7) Print out the *UT Third Party Release Form* and use **black** ink to sign and date it.
8) Go to a local law enforcement agency or **IdentoGO** and get fingerprinted by following the instructions on Appendix C of the request form. (See **Fingerprinting Process for Out-of-State Checks** for details)
9) Have the fingerprinting agent fill out the **OFFICIAL TAKING PRINTS** section of the *UT Criminal History Request Form*.
10) Send the *UT Application for Criminal History Record Information* form, *UT Third Party Release Form*, and payment by mail to:

    Utah Bureau of Criminal Identification
    3888 West 5400 South
    Taylorsville, UT 84129

10) Send an email confirming that the request has been mailed to Utah to:  
    CBCUBackgroundChecks@hhs.texas.gov

Utah sends the results to the CBCU by mail within several weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

**Contact Information for Utah Criminal History**

Website: [Obtaining Utah Criminal History Records](#)

**Contact Information for the CBCU**

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

**Residential Child Care Employees or Foster and Adoptive Parents and Household Members**

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.
VT – Abuse and Neglect History Check

Vermont has the same process for child care and foster and adoptive purposes. Complete the request form and submit it to Vermont by mail.

Follow the steps below to request an Abuse and Neglect History Check from Vermont for Texas Child Care Regulation:

1) Save the VT Request for a Child Protection Registry Check: Self to your computer to enable the Fill & Sign feature
2) Open the request form from your computer and use the Fill & Sign feature – or print out the request form – and fill in the fields as follows (use print):
   - First name – Enter your first name
   - Middle name – Enter your full middle name. If none, enter “N/A”.
   - Last name – Enter your last name
   - Current Street Address – Enter your address
   - Town/City – Enter your city
   - County – Enter your county
   - State – Enter your state
   - Zip code – Enter your zip code
   - DOB – Enter your date of birth as mm/dd/yyyy
   - Gender – Select the appropriate checkbox
   - SSN – Enter the last four digits of your Social Security #. If you do not have an SSN, leave blank.
   - List any other name you’ve used (e.g., aliases, maiden name). Include the first, middle and last names – Enter all previous names you have used. Include the first, middle and last names.
   - List any previous addresses you’ve had in Vermont. Include the street address, town, and zip code. – Enter your previous addresses in Vermont
   - How would you like to receive the results?
     - Select the checkbox for Email the result to person/company –
     - Enter “Texas Health and Human Services -CBCU”
     - at this email address: – Enter “CBCUBackgroundChecks@hhs.texas.gov”
3) Print out the request form and sign and date it in the presence of a notary
4) Have the notary sign and stamp the request form
5) Send the request form by mail to:

   DCF – Child Protection Registry
   HC 1 North Building B
   280 State Drive
   Waterbury, VT 05671-1080

7) Send an email confirming that the request has been mailed to Vermont to:
   CBCUBackgroundChecks@hhs.texas.gov

Vermont sends the results to the CBCU by email within 25 days. If you are listed on the Vermont Child Protection Registry, Vermont also notifies you by mail.

Contact Information for Vermont Abuse and Neglect History
Website: Vermont's Child Protection Registry

Contact Information for the CBCU
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

VT – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers
Vermont processes name-based Criminal History Checks through an online portal and charges a $30 fee. Submit a request to Vermont in the online portal.

Follow the steps below to request a Criminal History Check from Vermont for Texas Child Care Regulation:

1) Go to the Vermont Criminal Convictions Records website and click the Start button
   ▪ Criminal Record Request Service
Select all three checkboxes in the Usage Agreement for Retrieval of Records section

- Requester First Name – Enter your first name
- Requester Last Name – Enter your legal last name
- Business Name – Leave blank
- Email Address – Enter your email address
- Click the Continue button

**Criminal Conviction Record Request Service** – Do not enter middle initials or punctuation, such as a period or apostrophe, in the name fields.

- Purpose of Request – Select “Employment”
- First Name – Enter your first name
- Last Name – Enter your legal last name
- Date of Birth – Select you MM, DD, and YYYY from the dropdown options

**First Alias or Alternate Spelling**
- Alias First Name – Enter any alternate first name you have used. If none, leave blank.
- Alias Last Name – Enter any alternate last name (such as a maiden name). If none, leave blank.

**Second Alias or Alternate Spelling**
- Alias First Name – Enter another alternate first name you have used. If none, leave blank.
- Alias Last Name – Enter another alternate last name (such as another married name). If none, leave blank.

- Click the Continue button

**Credit Card Information** – Enter your credit card #, expiration date, credit card type, and the name that appears on the card

**Billing Address Information** – Enter your billing address and click the Submit button

2) After Vermont provides you the results in the online portal, print or save the results to a folder on your computer

3) Send the results to the CBCU by either:

- Sending it as an email attachment (preferred) with the Subject line “Criminal History Results for Vermont” to: CBCUBackgroundChecks@hhs.texas.gov
- Faxing it and entering “Criminal History Results for Vermont” on the cover sheet to: 512-339-5871

187

Texas Health and Human Services

*Revised October 27, 2021*
OUT-OF-STATE RESOURCE GUIDE FOR CHILD CARE EMPLOYEES AND FOSTER AND ADOPTIVE PARENTS IN TEXAS

**Note:** If you have difficulties with the online portal or do not have a credit card to pay the fee online –

1) Create an email with the *Subject* line “Vermont Criminal History Check – Paper Request Form Needed” and provide the following information in the message:
   - Your name
   - Your Social Security Number
2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov

Vermont provides the results to you immediately in the online portal.

**Contact Information for Vermont Criminal History**

Websites:
- VT Record Checks
- VT Criminal Records FAQs

Help Desk for online portal:
- Phone: 802-229-4171
- Email: portal-feedback@vermont.nicusa.com

**Contact Information for the CBCU**

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

**Residential Child Care Employees or Foster and Adoptive Parents and Household Members**

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.
Virginia

VA – ABUSE AND NEGLECT HISTORY CHECK

Virginia has the same process for child care and foster and adoptive purposes and charges a $10 fee. Complete the request form and submit it with payment to Virginia by mail.

Follow the steps below to request an Abuse and Neglect History Check from Virginia for Texas Child Care Regulation:

1) Fill in the fields of the VA Request for Search of the Child Protective Services (CPS) Central Registry request form as follows:
   - **Purpose of Search** – Select the appropriate checkbox based on your role or type of child care operation:
     - *Adam Walsh Law* – If you are a household member in a foster/adoptive home
     - *Adoptive Parent* – If you are an adoptive parent applicant
     - *Babysitter/Family Day Care* – If you are in a Listed Family Home that only provides care to relative children
     - *Children’s Residential Facility* – If you are employed by a General R Residential Operation
     - *Day Care Center* – If you are a child care employee
     - *Foster Parent* – If you are a foster parent applicant
     - *Volunteer* – If you are a child care volunteer
   - **Mail Search Results To:**
     - *Name* – Enter “Texas Health and Human Services – CBCU”
     - *Address* – Enter “P.O. Box 149030 Mail Code: 121-7”
     - *City* – Enter “Austin”
     - *State* – Enter “TX”
     - *Zip* – Enter “78714-9030”
     - *Contact Name* – Enter “Morgan Nuncio”
     - *Tel #* – Enter “512-919-7962”
     - *Contact E-Mail* – Enter “CBCUBackgroundChecks@hhs.texas.gov”

   - **Part I:**
     - *Last Name* – Enter your last name
     - *First Name* – Enter your first name
Full Middle Name – Enter your full middle name. If none, enter “N/A”.

**Note:** Virginia will reject the request if a full middle name or “N/A” is not entered in this field.

Maiden Name – Enter your maiden name, if applicable

Sex – Select the appropriate checkbox

Date of Birth – Enter your DOB as mm/dd/yyyy

Race – Enter your race

Driver’s License Number or ID # – Enter your DL or ID #

Social Security Number – Enter your SSN. If none, enter “N/A”.

Other names used – Enter all alternate names you have used

Current Address – Enter your address

**Applicant’s Prior Addresses** – List your last three addresses (including your previous Virginia address) and enter the approximate month and year you moved in and out of each residence

Marital Status – Select the appropriate checkbox

List the name, race, sex, and date of birth of your current spouse and any previous spouses. If you have never been married, enter “N/A”.

**List all of your children** – Enter the name, sex, date of birth, and relationship to you (such as, daughter or stepson) of all of your children. Include all adult, step, and foster children – whether or not they live with you. If more space is needed, attach an additional page.

*Note:* You must list a Full Middle Name for each spouse and child on the form or Virginia will reject the request. If the person only has a middle initial, enter that initial and “Initial Only”. If the person does not have a middle name, enter “N/A”.

2) Print out the request form as a 2-sided document and sign and date it in the presence of a notary

3) Have the notary sign and seal the request form

4) Purchase a cashier’s check or money order in the amount of $10 made payable to: **Virginia Department of Social Services**

5) Send the request form and payment by mail to:

   **Virginia Department of Social Services**
   **Office of Background Investigations – Search Unit**
   **801 East Main Street, 6th Floor**
   **Richmond, VA 23219-2901**

6) Send an email confirming that the request has been mailed to Virginia to: **CBCUBackgroundChecks@hhs.texas.gov**

---

Texas Health and Human Services

*Revised October 27, 2021*
Virginia sends the results to the CBCU by email within ten business days.

**Contact Information for Virginia Abuse and Neglect History**

Website: [VA Department of Social Services Background Investigations - Children's Facilities](#)

**Contact Information for the CBCU**

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

**VA — CRIMINAL HISTORY CHECK**

**Day Care Employees and Volunteers**

Virginia processes name-based Criminal History Checks through an online portal and charges a $30 fee. Submit a request and payment to Virginia in the online portal.

**Follow the steps below to request a Criminal History Check from Virginia for Texas Child Care Regulation:**

Virginia offers a **NotaryCam** feature that allows you to have your signature notarized online. In order to use this feature, **NotaryCam** requires you to have the following:

- Desktop or laptop computer
- Web camera
- Google Chrome or Firefox browser with cookies enabled
- Up-to-date PDF viewer, such as Adobe Acrobat Reader (which is available for free online)
- Credit card to pay $15 fee (This is in addition to the $15 fee charged by Virginia State police to process the check)
Follow the steps to submit a request using the **NotaryCam** process:

1) Go to the [VA Criminal History Background Search](#) webpage and fill in the fields, as follows:
   - *Form* – Select “SP-167 Criminal History & Sex Offender and Crimes Against Minors Search”
   - *NotaryCam* box – Click on the **Get Started** button
   - Click **Continue** – This will take you to a new webpage

2) Fill in the fields on the **NotaryCam** webpage as follows:
   - *Request Type* – Select “Criminal History Search - $15”
   - *Purpose* – Select “Other”
   - *Specify Purpose* – Enter “Child Care Employment”
   - Enter your personal identifying information
   - *Terms of Service* – Select the checkbox to agree to the terms
   - Click the **Submit** button

3) Follow the rest of the instructions to submit your request online.

4) After Virginia sends the results to you by mail, forward the results to the CBCU either by:
   - Sending it as an email attachment (preferred) with the *Subject* line “Criminal History Results for Virginia” to: [CBCUBackgroundChecks@hhs.texas.gov](mailto:CBCUBackgroundChecks@hhs.texas.gov)
   - Faxing it and entering “Criminal History Results for Virginia” on the cover sheet to: 512-339-5871

**Note:** If you do not have the computer capabilities or a credit card to pay the fee online –

1) Create an email with the *Subject* line “Virginia Criminal History Request Form Needed” and provide the following information in the message:
   - Your name
   - Your Social Security Number

2) Send the email to: [CBCUBackgroundChecks@hhs.texas.gov](mailto:CBCUBackgroundChecks@hhs.texas.gov)

Virginia sends the results to you by mail in 15-20 days. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.
Contact Information for Virginia Criminal History

Website: VA Criminal Record Check
Email (To check status of a request): Background_Checks@vsp.virginia.gov
Help Desk (For issues with online form): 804-674-2131

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.
**Washington**

**WA – Abuse and Neglect History Check**

Washington has the same process for child care and foster and adoptive purposes and charges a $20 fee. Contact the CBCU to start the background check process.

---

**Follow the steps below to request an Abuse and Neglect History Check from Washington for Texas Child Care Regulation:**

1) Create an email with the *Subject* line “Abuse and Neglect History Check Needed from Washington” and provide the following information in the message:
   - Your name
   - Your Social Security Number
   - Your last address in Washington (If you do not remember the exact address, list the city in which you previously lived)

2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov

3) After the CBCU sends you an email, print out the attached *WA Abuse and Neglect History Check Signature Page*

4) **Note:** Your signature and the date must be handwritten

5) Return the *Signature Page* to the CBCU by either:
   - Scanning the form and sending it as an email attachment (preferred) with the *Subject* line “Abuse and Neglect History Request for Washington” to: CBCUBackgroundChecks@hhs.texas.gov
   - Faxing it and entering “Abuse and Neglect History Request for Washington” on the cover sheet to: 512-339-5871

---

After the CBCU receives your previous Washington address and *Signature Page*, we will send you a *Confirmation Receipt* by email with instructions. You must print the *Confirmation Receipt* and send it with payment to Washington by mail.

---

Washington sends the results to the CBCU by email within a couple of weeks.
Contact Information for Washington Abuse and Neglect History

Website: WA Child Abuse and Neglect (CAN) History Checks
Phone: 800-998-3898 Press 1

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

WA – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

Washington processes name-based Criminal History Checks through an online portal and charges an $11 fee. Submit a request to Washington in the online portal.

Follow the steps below to request a Criminal History Check from Washington for Texas Child Care Regulation:

1) Go to the Washington Access to Criminal History website
2) Click on the link to Establish a New Credit Card Account
3) Submit a request for a Name and Date of Birth background check and pay the $11 fee
4) After Washington provides you the results immediately in the online portal, print or save the results to a folder on your computer
5) Send the results to the CBCU by either:
   - Sending it as an email attachment (preferred) with the Subject line “Criminal History Results for Washington” to: CBCUBackgroundChecks@hhs.texas.gov
   - Faxing it and entering “Criminal History Results for Washington” on the cover sheet to: 512-339-5871

Washington provides the results to you immediately in the online portal.
Contact Information for Washington Criminal History

Website: Washington Access to Criminal History

Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.

West Virginia

WV – Abuse and Neglect History Check

Day Care or Residential Care Employees and Volunteers

West Virginia requires the request to be submitted by mail. Complete the request form and send it to West Virginia by mail.

Exceptions:

❖ Minors: West Virginia does not perform Abuse and Neglect History Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.

Follow the steps below to request an Abuse and Neglect History Check from West Virginia for Texas Child Care Regulation:

1) Print out the WV Authorization and Release for Protective Services Record Check - Agencies/Providers Out-of-State request form
2) Fill in the fields of the request form as follows (You must use blue ink):
   - Name – Enter your first, middle, and last name
- **Birth Date** – Enter your DOB as mm/dd/yyyy
- **Social Security Number** – Enter your SSN
- **Current Home Address** – Enter your address
- **If you have not lived at your current address for 5 years, please list the address for your location in the last 5 years** – Enter your previous address in West Virginia
- **List maiden names and all aliases** – Enter all alternate names you have used
- **Agency Name** – Enter “Texas Health and Human Services – CBCU”
- **Agency Address** – Enter “P.O. Box 149030 Mail Code: 121-7 Austin, TX 78714-9030”
- **Agency Phone Number** – Enter “512-919-7962”
- **Certification** – List any previous child abuse or neglect investigations by the state, approximate month and year of investigation, the allegation, and the outcome
- Leave the rest of the form blank

3) Sign and date the request form
4) Send the request form by mail to:

<table>
<thead>
<tr>
<th>APS/CPS Background Check Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>350 Capitol Street, Room 691</td>
</tr>
<tr>
<td>Charleston, WV 25301</td>
</tr>
</tbody>
</table>

5) Send an email confirming that the request has been mailed to West Virginia to: CBCUBackgroundChecks@hhs.texas.gov

West Virginia sends the results to the CBCU by mail within several weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

**Contact Information for West Virginia Abuse and Neglect History**

Website: [Request an APS and CPS Background Check](#)
Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

Foster or Adoptive Parents and Household Members

West Virginia requires the request to be submitted by mail. Complete the request form and send it to West Virginia by mail.

Exceptions:

❖ **Minors:** West Virginia does not perform Abuse and Neglect History Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.

---

Follow the steps below to request an Abuse and Neglect History Check from West Virginia for Texas Child Care Regulation:

1) Print out the WV Authorization and Release for Protective Services Record Check for Adoption & Foster Care request form
2) Fill in the fields of the request form as follows (You must use blue ink):
   - **Name** – Enter your first, middle, and last name (Do not use initials)
   - **Birth Date** – Enter your DOB as mm/dd/yyyy
   - **Social Security Number** – Enter your SSN
   - **Current Home Address** – Enter your address
   - **If you have not lived at your current address for 5 years, please list the address for your location in the last 5 years** – Enter your previous address in West Virginia
   - **List maiden names and all aliases** – Enter all alternate names you have used
   - **Agency Name** – Enter “Texas Health and Human Services –CBCU”
   - **Agency Address** – Enter “P.O. Box 149030 Mail Code: 121-7 Austin, TX 78714-9030”
   - **Agency Phone Number** – Enter “512-919-7962”
   - **Certification** – List any previous child abuse or neglect investigations by the state, approximate month and year of investigation, the allegation, and the outcome
   - Leave the rest of the form blank
3) Sign and date the request form
4) Send the request form by mail to:
   **APS/CPS Background Check Unit**
   350 Capitol Street, Room 691
   Charleston, WV 25301
5) Send an email confirming that the request has been mailed to West Virginia to:
   CBCUBackgroundChecks@hhs.texas.gov

West Virginia sends the results to the CBCU by mail within several weeks. Please note that there are delays with mail processing, so it may take longer for the CBCU to receive and process the results.

**Contact Information for West Virginia Abuse and Neglect History**
Website: Request an APS and CPS Background Check

**Contact Information for the CBCU**
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

**WV – CRIMINAL HISTORY CHECK**

**Day Care Employees and Volunteers**
The CBCU does not require a separate Criminal History Check from West Virginia due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.

**Residential Child Care Employees or Foster and Adoptive Parents and Household Members**
An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.
Wisconsin

WI – ABUSE AND NEGLECT HISTORY CHECK

Wisconsin has the same process for child care and foster and adoptive purposes and requires the CBCU to submit the request. Contact the CBCU to start the background check process.

**Exception:**

❖ **Minors:** Wisconsin does not perform Abuse and Neglect History Checks for minors. If the person is between the ages of 14 – 17 years old, no further action is required for this particular check.

**Follow the steps below to request an Abuse and Neglect History Check from Wisconsin for Texas Child Care Regulation:**

1) Create an email with the *Subject* line “Abuse and Neglect History Check Needed from Wisconsin” and provide the following information in the message:
   ▪ Your name
   ▪ Your Social Security Number
2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov

Wisconsin sends the results to the CBCU by email within ten business days.

**Contact Information for Wisconsin Abuse and Neglect History**

Website: [WI Milwaukee County Child Protective Services](#)

**Contact Information for the CBCU**

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov
WI – Criminal History Check

Day Care Employees and Volunteers

Wisconsin processes name-based Criminal History Checks through an online portal and charges a $7 fee. Submit a request to Wisconsin in the online portal.

Follow the steps below to request a Criminal History Check from Wisconsin for Texas Child Care Regulation:

1) Go to the Wisconsin Online Record Check System portal and select the Public Access tab
   - Click on the Submit Request button (See the Anonymous User Submits A Background Request training guide for instructions with screenshots)
   - Select “General” from the Background Check Type dropdown menu
   - Fill in the fields of the Person 1 section with your information and click Submit
   - Checkout page – Click the Submit Payment button
   - e-Payment Services login page – Select Pay Without Registering
   - Make a Payment page:
     - Enter your credit card or bank information
     - Click Continue
   - Review Payment page – Look over your information for accuracy and:
     - Click Confirm if correct
     - Click the Back link if there is an error and make any corrections
   - Confirmation page:
     - Copy your Confirmation Number or click print this page
     - Click Continue
   - Payment Status page:
     - Click Print to print your receipt
     - Click View Results
   - Request Results page – Check the Result Status column for “Completed”
     - Refresh the page in 1-2 minutes until “Completed” displayed
     - Select the I have read and understand the above “Explanation About How to Understand this Response” checkbox
     - Click Back To Results
     - Click View Rapsheet
If the results are not ready or you want to review them again:
- Return to the Wisconsin Online Record Check System login page and select the Public Access tab
- Enter the Order Reference Number from your receipt into the blank field
- Click Search

2) After Wisconsin provides you the results in the online portal, print or save the results to a folder on your computer
3) Send the results to the CBCU by either:
   - Sending it as an email attachment (preferred) with the Subject line “Criminal History Results for Wisconsin” to: CBCUBackgroundChecks@hhs.texas.gov
   - Faxing it and entering “Criminal History Results for Wisconsin” on the cover sheet to 512-339-5871

Wisconsin provides the results to you immediately in the online portal.

Contact Information for Wisconsin Criminal History
Website: WI Background Check & Criminal History Information

Contact Information for the CBCU
If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

Residential Child Care Employees or Foster and Adoptive Parents and Household Members
An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.
Wyoming

**WY – ABUSE AND NEGLECT HISTORY CHECK**

**Day Care or Residential Care Employees and Volunteers**

Wyoming requires the request to be submitted by mail and charges a $10 fee. Complete the request form and submit it with payment to Wyoming by mail.

---

**Follow the steps below to request an Abuse and Neglect History Check from Wyoming for Texas Child Care Regulation:**

1) Save the [WY Application For Child & Adult Abuse or Neglect Central Registry Screen](#) to your computer to enable the Fill & Sign feature

2) Open the request form from your computer and use the Fill & Sign feature – or print out the request form – and fill in the fields as follows (use print):

   - **Page 1**
     - *Name of person being screened* – Enter your full name
     - *On behalf of employer* – Enter the name of the child care operation
     - *Contact person for requesting organization* – Enter “Morgan Nuncio”
     - *Phone* – Enter “512-919-7962”
     - *Organization Email* – Enter “CBCUBackgroundChecks@hhs.texas.gov”

   - **Page 2**
     - Enter your personal identifying information
     - List all addresses for the past five years
     - List the names of your children

3) Print out the request form and sign and date page 2

   **Note:** Do **NOT** initial the statement at the bottom to opt out of the electronic submission of results by email

4) Write out a check or money order in the amount of $10 made payable to: *State of Wyoming*

5) Address an empty envelope to:
Wyoming sends the results to the CBCU by email within eight business days.

**Contact Information for Wyoming Abuse and Neglect History**

Website: [Wyoming Central Registry](#)

**Contact Information for the CBCU**

If you have any questions about the background check process or information in this guide, contact: [CBCUBackgroundChecks@hhs.texas.gov](mailto:CBCUBackgroundChecks@hhs.texas.gov)

**Foster or Adoptive Parents and Household Members**

Wyoming requires the request to be submitted by mail and does not charge a fee for foster and adoptive purposes. Complete the request form and submit it to Wyoming by mail.

**Follow the steps below to request an Abuse and Neglect History Check from Wyoming:**

1) Save the [WY Central Registry Screen for Foster and Adoptive Homes](#) to your computer to enable the [Fill & Sign](#) feature
2) Open the request form from your computer and use the Fill & Sign feature – or print out the request form – and fill in the fields as follows (use print):

- **Page 1**
  - Name of person being screened – Enter your full name
  - Contact person for requesting organization – Enter “Morgan Nuncio”
  - Phone – Enter “512-919-7962”
  - Organization Email – Enter “CBCUBackgroundChecks@hhs.texas.gov”

- **Page 2**
  - Enter your personal identifying information
  - List all addresses for the past five years
  - List the names of your children

3) Print out the request form and sign and date page 2

   **Note:** Do NOT initial the statement at the bottom to opt out of the electronic submission of results by email

4) Address an empty envelope to:

   Texas Health and Human Services –CBCU
   P.O. Box 149030 Mail Code: 121-7
   ATTN: Morgan Nuncio
   Austin, TX 78714-9030

5) Send the request form and Texas-addressed envelope by mail to:

   Department of Family Services
   Central Registry
   2300 Capitol Ave, 3rd Floor
   Cheyenne, WY 82002

6) Send an email confirming that the request has been mailed to Wyoming to:

   CBCUBackgroundChecks@hhs.texas.gov

Wyoming sends the results to the CBCU by email within eight business days.

**Contact Information for Wyoming Abuse and Neglect History**

Website: Wyoming Central Registry
Contact Information for the CBCU

If you have any questions about the background check process or information in this guide, contact: CBCUBackgroundChecks@hhs.texas.gov

WY – CRIMINAL HISTORY CHECK

Day Care Employees and Volunteers

The CBCU does not require a separate Criminal History Check from Wyoming due to this state’s participation in the National Fingerprint File (NFF). No further action is needed.

Residential Child Care Employees or Foster and Adoptive Parents and Household Members

An Out-of-State Criminal History Check is not required for people in these roles. No further action is needed.
Fingerprinting Process for Out-of-State Checks

If you have lived in another state within the last five years, you may be required to submit a copy of your fingerprints to that state as part of the Criminal History Check. **This is separate from the fingerprinting process for the Fingerprint Check required by Texas.** Your scanned fingerprints taken at IdentoGO for your Texas Fingerprint Check cannot be used for an Out-of-State Criminal History Check.

Other states require you to submit your prints on a standard fingerprint card. You must:

- Contact local law enforcement or IdentoGO to schedule an appointment to be fingerprinted on a standard fingerprint (FD-258) card as outlined below. **Note:** Request multiple copies of your fingerprints, if possible, in case the other state rejects your first set of prints. (Louisiana requires the submission of two fingerprint cards each time).
- Enter your personal identifying information and signature on the FD-258 card.
- Send your fingerprint card and completed Criminal History Check request form to the other state by mail.

**LOCAL LAW ENFORCEMENT**

Some local law enforcement agencies provide ink-and-roll fingerprinting services, often at no cost. However, many law enforcement agencies have placed restrictions on fingerprinting due to COVID-19. Contact your local police department and county sheriff’s office and ask if they will fingerprint you. Explain that you must submit your fingerprints on an FD-258 card to another state for the purpose of a background check.

If the law enforcement agency is able to fingerprint you but indicates they do not have any FD-258 cards on file, send an email requesting fingerprint cards to: CBCUBackgroundChecks@hhs.texas.gov

If none of the local law enforcement agencies provide fingerprinting services, schedule an appointment with IdentoGO.

**IdentoGO**

IdentoGO provides a service that digitally collects your fingerprints and prints them on a standard fingerprint (FD-258) card. IdentoGO charges a fee for this process. Follow the steps below to schedule a Fingerprint Card appointment:

1) Go to the IdentoGO Fingerprint Card webpage
2) Click on the **Schedule Appointment** button
3) Click on **Schedule or Manage Appointment**
4) Enter your personal identifying information to schedule an appointment
   **Note:** You do not need a Service Code or UEID for this process.
5) Click on **What do I need to bring to enrollment?** to determine what forms of identification you must take to your appointment