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.
Things to Know About Out-of-State Background Checks

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.
  o Some states have a closed registry and do not release any child abuse or neglect information.
  o 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:
  o Each state has a section for Abuse and Neglect History Check and Criminal History Check processes.
  o 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:
  o Click on the icon in the toolbar at the bottom of this document
  o Select the tab in the toolbar on the left to view the Bookmark Pane

Questions? Contact the CBCU by email:
CBCUBackgroundChecks@hhs.texas.gov
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Texas Health and Human Services

Revised June 3, 2022
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

3) After the CBCU sends you the request form and instructions by postal mail, 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
   
   **Note:** If the person is a minor in a foster/adoptive home, a parent or guardian must sign and date the form below the minor’s signature. The parent or guardian must also note his or her relationship in parentheses, such as “(mom)” or “(legal guardian)”.

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  

**Note:** Failing to notify the CBCU that you have submitted your background check request to Alabama may result in your background check being closed due to non-compliance.  

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**
     - **Employer Name** – Leave blank
     - **Employer Phone** – Leave blank
     - **Contractor Name** – Leave blank
     - **Contractor Phone** – Leave blank
     - **State Agency** – Enter “Texas Health and Human Services –CBCU”
     - **Agency Phone** – Enter “512-438-5221”
     - **Work Email Address** – Enter “CBCUBackgroundChecks@hhs.texas.gov”
     - **Job Role/Classification** – Enter “Child Care Employee”
     - **Supervisor Name** – Leave blank
     - 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**
     - 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*

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

   **Note:** Failing to notify the CBCU that you have submitted your background check request to Alabama may result in your background check being closed due to non-compliance.

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:
   ▪ 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 512-276-3714

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
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

Note: Failing to notify the CBCU that you have submitted your background check request to Alaska may result in your background check being closed due to non-compliance.

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.

Arizona

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”
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 512-276-3714

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 512-276-3714
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 512-276-3714

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 “512-438-5221”
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
7) Send an email confirming that the request has been mailed to Arkansas to: CBCUBackgroundChecks@hhs.texas.gov

Note: Failing to notify the CBCU that you have submitted your background check request to Arkansas may result in your background check being closed due to non-compliance.

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.
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

3) Send an email confirming that the request has been submitted to the Child Placing Agency to: CBCUBackgroundChecks@hhs.texas.gov
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](mailto: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](mailto:CBCUBackgroundChecks@hhs.texas.gov)
   - Faxing it and entering “Abuse and Neglect History Results for California” on the cover sheet to 512-276-3714

**Note:** Failing to notify the CBCU that you have submitted your background check request to California may result in your background check being closed due to non-compliance.

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 through an online portal charges a $35 fee. Submit a request and payment to Colorado in the online portal.

Follow the steps below to request an Abuse and Neglect History Check from Colorado for Texas Child Care Regulation:
Submit Request to Colorado Online – Complete the request, upload a copy of your ID, and pay the fee online:

- Pull out a credit card or checkbook as Colorado charges a $35 fee
- Make a copy or use your cell phone to take a photo of an official form of identification. Scan the copy of your ID or send the photo to yourself by email and save it to a folder on your computer. Colorado accepts the following forms of identification:
  - Driver’s License
  - Passport
  - State-Issued ID Card
  - Military ID
  - Social Security Card
  - Birth Certificate
- Go to the [Colorado portal](https://www.colorado.gov) online using Google Chrome
  **Note:** The portal is not accessible on mobile devices, such as a cell phone.
  - Click the **Get Started** button – You must enter all your information in one sitting
  - **Section A** –
    - Select the radio button for **Individual**
    - Click the **Next** button
    - Select the checkbox indicating *I certify that all applicants have downloaded and completed the authorization form. I understand that all persons to be checked must print and sign the forms, and that the form must be retained for records.*
    - **Requestor’s Details** – Enter your personal information
    - **Select the Reason for your Request** – Select the appropriate radio button based on your role:
      - **Adoption** – For adoptive parents and household members
      - **Foster Care** – For foster parents and household members
      - **Employment** – For child care employees and household members living in a home-based child care operation
      - **Volunteer** – For child care volunteers
    - **Identity Verification Documentation**
      - Click the **New Attachment** button
      - Click the **Upload Files** button and locate the copy or photo of your ID saved to a folder on your computer and double-click the file or drag and drop the copy of your ID to the **Upload Document** pop-up window
      - Click **Done**
- **Document Type** – Select the option that matches the type of ID
- Click the **Save** button
- Click the **Next** button

- **Section B** –
  - Click the **New** button
  - Enter your first name, full middle name, and last name
  - **Does this person have a Social Security Number?** – Select the **Yes** or **No** radio button.
    - If **Yes**, enter your Social Security Number without dashes.
  - **Has this person ever used a different name than the one entered above (including maiden name, middle name, etc.)?** – Select the **Yes** or **No** radio button.
    - If **Yes**, select the checkbox for **I certify that all Alias information provided for this applicant will be entered on the Previous Address/Alias Section of this application.**
  - Enter your date of birth, gender, race/ethnicity, and phone number
  - **Current Address** – Enter your address
  - Click the radio button for **Note: 10 years of residence history is required**
  - **Is this person currently married?** – Select **Yes** or **No**
  - **Does this person have any children (including living and deceased adult children, step children, etc.)?** – Select **Yes** or **No**
    - If **Yes**, select the **Number of Children**
  - **Has this person ever had guardianship that are not your own biological children (e.g., foster children)?** – Select **Yes** or **No**
    - If **Yes**, select the **No. of Children**
  - **Has this person ever lived in a home with any other children not referenced above?** – Select **Yes** or **No**
    - If **Yes**, select the **Number of Children**
  - Select the checkbox for **I certify that I must list all of the children as family members along with any parents of child or former spouses.**
  - Select the checkbox for **I certify that this is the information provided by the person to be checked and I have signed permission from this applicant to submit their information.**
  - Click the **Save** button
  - Click **Next**
• **Family Members** –
  o Click the **New** button to enter information for each family member and click **Save**. Repeat this process for all family members.
  o Click the **Next** button when all family members have been entered -or if there are no family members to enter.

  o **Section C** –

    • **Previous Address/Alias** –
      o Click the **New** button and select **Alias** from the **Type** dropdown menu to enter any previous names you have used -then click **Save**. Repeat this process for each previous name.
      o Click the **New** button and select **Previous Address** from the **Type** dropdown menu to enter all previous addresses in which you have lived within the last ten years. Enter the approximate date you moved in and out of each residence -then click **Save**. Repeat this process for each previous address.
      o Click the **Next** button when all previous aliases and addresses have been entered.

  o **Section D: Authorizations/Acknowledgements**
    • Select the **Yes** checkbox indicating *I certify that all information is correct, and I authorize permission to run the background check.*
    • Click on the **Signature** field
    • Type your name in the **Signature** field
    • Use your mouse to sign your name in the signature box and click **Save**
    • Click the **Next** button

  o **Summary** –
    • Review all information to ensure it is correct. Select **Edit** to make any changes.
    • Scroll down to the bottom of the page and click **Print PDF** to print or save the file for your records.
    • Click the **Next** button

  o **Payment** –
    • Select the radio button for **Pay with Credit Card OR eCheck Online**
    • Click the **Submit & Proceed to Payment** button and enter your credit card or checking information in the new browser
Send an email confirming that the request has been mailed to Colorado to: CBCUBackgroundChecks@hhs.texas.gov

**Note:** Failing to notify the CBCU that you have submitted your background check request to Colorado may result in your background check being closed due to non-compliance.

Colorado sends the results to you by email within approximately 10 days.

**Submit Results to the CBCU** – After Colorado provides the results to you by email:
- Save or print your Abuse and Neglect History results and send them to the CBCU by either:
  - Sending the results as an email attachment (preferred) with the *Subject* line “Abuse and Neglect History Results for Colorado” to: CBCUBackgroundChecks@hhs.texas.gov
  - Faxing the results and entering “Abuse and Neglect History Results for Colorado” on the cover sheet to 512-276-3714

**Note:** The instructions above contain steps for how to request a background check using the Colorado online portal. If you are having difficulties with the online portal or would prefer to submit the request through the paper process, please send an email to CBCUBackgroundChecks@hhs.texas.gov. Please understand that the paper process may take 30 days while the portal process takes around ten 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: 512-276-3714

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

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

▪ Faxing it and entering “Abuse and Neglect History Request for Connecticut” on the cover sheet to: 512-276-3714

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
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:
   ▪ Part I – Applicant Information: Fill in the fields with your personal identifying information
   ▪ Part II – Requester Information: Select the checkbox 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
     o Register as an individual by following steps 1-7 in this section of the instructions
     o Submit your request and upload the DE Consent Form by following steps 8-14
     o 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
     o After DE sends you a Child Protection Registry Notification, log in to the portal
     o Click on the Completed Requests tab
     o In the CPR Letter column, select Click here to download to view and save the results letter to your computer

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

   Note: Failing to notify the CBCU that you have submitted your background check request to Delaware may result in your background check being closed due to non-compliance.

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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
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

**Note:** Failing to notify the CBCU that you have submitted your background check request to Delaware may result in your background check being closed due to non-compliance.

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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: 512-276-3714

**Contact Information for Delaware Criminal History**

Website: [Delaware State Police](https://www.dps.state.de.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
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.

District of Columbia

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 “512-438-5221”
     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.

- 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 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.

- 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:

   [Your First Name]_[Last Name]_ID_[mm-dd-yyyy]

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

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

7) 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”
8) Click the **Upload** button
9) 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

**Note:** Failing to notify the CBCU that you have submitted your background check request to D.C. may result in your background check being closed due to non-compliance.

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

**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 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”
     - Organization Name – Enter “Texas Health and Human Services – CBCU”
     - Requestor Address – Enter “P.O. Box 149030 Mail Code 121-7 Austin, TX 78714-9030”
     - Requestor Phone # – Enter “512-438-5221”
     - Requestor Email – Enter “CBCUBackgroundChecks@hhs.texas.gov”

   ▪ 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:

   
   
   [Your First Name]_[Last Name]_ID_[mm-dd-yyyy]

5) Go to the [CPR Request Application for Child Welfare](#) webpage

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

7) 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”

8) Click the **Upload** button

9) 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

**Note:** Failing to notify the CBCU that you have submitted your background check request to D.C. may result in your background check being closed due to non-compliance.

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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

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

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

**Note:** Failing to notify the CBCU that you have submitted your background check request to D.C. may result in your background check being closed due to non-compliance.

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

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:

❖ 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
      o Was the applicant a resident of the State of Florida within the past 5 years? – Select Yes
      o Enter your personal identifying information
      o List your previous two addresses in Florida
      o Enter the approximate month and year you moved in and out of each residence
      o 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)
      o 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 all Child Placing Agency 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 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
- Send an email confirming that the request has been submitted to Florida to: CBCUBackgroundChecks@hhs.texas.gov

Note: Failing to notify the CBCU that you have submitted your background check request to Florida may result in your background check being closed due to non-compliance.
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) –
     o Enter your personal identifying information. You must list ALL alternate names you have previously used.
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 adults in your home who previously lived in Georgia within the last five years. If the person did not previously live in Georgia, do NOT list them on the form.
- Print out the request form and sign and date it
- Make a copy or take a photo of your Driver’s License or State-issued ID

2) 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 Georgia” to: CBCUBackgroundChecks@hhs.texas.gov
  - Faxing it and entering “Abuse and Neglect History Request for Georgia” on the cover sheet to: 512-276-3714

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](#)

**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

**GA — Criminal History Check**

**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: 512-276-3714

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: CPerson
   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:

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Chief of Police
Guam Police Department/Police Clearances
P.O. Box 23909 GMF
Barrigada, Guam 96921
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10) Send an email confirming that the request has been mailed to Guam to:

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CBCUBackgroundChecks@hhs.texas.gov
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**Note:** Failing to notify the CBCU that you have submitted your background check request to Guam may result in your background check being closed due to non-compliance.

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](#)  
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: CPerson Austin, TX 78714-9030”
   ▪ Phone Number – Enter “512-438-3658”
   ▪ 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: 512-276-3714

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
     o Last Name – Enter your last name
     o First Name – Enter your first name
     o Maiden/Former Name(s)/Aliases – Enter all alternate names you have used
     o Date of Birth – Enter your DOB
     o Social Security Number – Enter your SSN
   ▪ Agency Information
     o Licensing Agency/Employer Name – Enter “Texas Health and Human Services – CBCU”
   ▪ Return Results To
     o Name – Enter “Texas Health and Human Services – CBCU ATTN: JCrighton”
     o Street/PO Box – Enter “P.O. Box 149030 Mail Code: 121-7”
     o City/State/Zip – Enter “Austin, TX 78714-9030”
     o Email – Enter “Julianna.Crighton@hhs.texas.gov”
     o Fax Number – Enter “512-276-3714”
   ▪ Reason for Request – Select the appropriate checkbox based on your role
     o Foster Care/Adoption/ICPC – If you are a foster or adoptive parent or household member in a foster/adoptive home
     o 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

   **Note:** Failing to notify the CBCU that you have submitted your background check request to Idaho may result in your background check being closed due to non-compliance.

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

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

Website: [Idaho Criminal History Unit](mailto:IdahoCriminalHistoryUnit@dhw.idaho.gov)
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 “512-276-3714”
   - *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:
   - 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

4) Send an email confirming that the request has been submitted to Illinois to: CBCUBackgroundChecks@hhs.texas.gov

Note: Failing to notify the CBCU that you have submitted your background check request to Illinois may result in your background check being closed due to non-compliance.

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**.

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**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](https://chirp.illinois.gov) 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](https://chirp.illinois.gov) webpage
      - Use both the *Reference Number* and *Authorization Code* to complete your registration.
      - Select a *User Name* and *Password* for your **Digital ID**

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**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

Note: Failing to notify the CBCU that you have submitted your background check request to Illinois may result in your background check being closed due to non-compliance.

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: 512-276-3714

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.

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**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 512-276-3714

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@dc.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
6) Send an email confirming that the request has submitted online to Indiana to: CBCUBackgroundChecks@hhs.texas.gov

Note: Failing to notify the CBCU that you have submitted your background check request to Indiana may result in your background check being closed due to non-compliance.
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

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**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 in the **Indiana Abuse and Neglect History Check** section for **Day Care or Residential Child Care Employees or Volunteers**.

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”
OUT-OF-STATE RESOURCE GUIDE FOR CHILD CARE EMPLOYEES AND FOSTER AND ADOPTIVE PARENTS IN TEXAS

- **Phone #** – Enter “512-438-3127”
- **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 512-276-3714

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

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

Website:

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Texas Health and Human Services

Revised June 3, 2022
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.

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**: 

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Texas Health and Human Services

Revised June 3, 2022
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

**Note:** Failing to notify the CBCU that you have submitted your background check request to Kentucky may result in your background check being closed due to non-compliance.

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
Help Desk for Portal: 502-564-0101 Option 2

**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
3) After the CBCU sends you the KY Background Check Request for Foster or Adoptive Applicants form by email, save the request form to your computer and click the Fill & Sign tab on the right to enter text -OR- print out the request form and list your previous addresses for the last five years (attach an additional page, if needed)
4) Sign and date page 2 of the request form
   Note: If this request is for a person under the age of 18, a parent or guardian must sign the request form
5) Have a witness sign and date page 2 of 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 “Background Check Request for Kentucky” to: CBCUBackgroundChecks@hhs.texas.gov
   ▪ Faxing it and entering “Background Check Request for Kentucky” on the cover sheet to 512-276-3714

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

**Note:** Failing to notify the CBCU that you have submitted your background check request to Kentucky may result in your background check being closed due to non-compliance.
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.

Louisiana

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.

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**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.

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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: 512-276-3714
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 512-276-3714

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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
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

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
   - 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

   **Note:** Failing to notify the CBCU that you have submitted your background check request to Louisiana may result in your background check being closed due to non-compliance.

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](mailto: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 “512-438-5221”
     o Click the **Review** button
   ▪ **Review Order** –
     o 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.
     o 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

**Note:** Failing to notify the CBCU that you have submitted your background check request to Maine may result in your background check being closed due to non-compliance.

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

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**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.

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**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: 512-276-3714

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.
   - 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

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

**Note:** Failing to notify the CBCU that you have submitted your background check request to Maryland may result in your background check being closed due to non-compliance.

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:
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 Massachusetts" to: CBCUBackgroundChecks@hhs.texas.gov
- Faxing it and entering "Abuse and Neglect History Request for Massachusetts" on the cover sheet to 512-276-3714

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

**Note:** Failing to notify the CBCU that you have submitted your background check request to Massachusetts may result in your background check being closed due to non-compliance.

Massachusetts provides the results to you online.

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 512-276-3714

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**
     - Please Check Appropriate Box – Select Other and enter “State Child Care Regulation Agency”
     - Name of Agency or Organization – Enter “Texas Health and Human Services –CBCU”
     - Name of Requester – Enter “Vicki Persky”
     - Address – Enter “P.O. Box 149030 Mail Code: 121-7 ATTN: CReyna”
     - City – Enter “Austin”
     - State – Enter “TX”
OUT-OF-STATE RESOURCE GUIDE FOR CHILD CARE EMPLOYEES AND FOSTER AND ADOPTIVE PARENTS IN TEXAS

- **Zip Code** – Enter “78714-9030”
- **Email** – Enter “CBCUBackgroundChecks@hhs.texas.gov”
- **Fax** – Enter “512-276-3714”
- **Phone** – Enter “512-438-3127”

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
   - Faxing it and entering “Abuse and Neglect History Request for Michigan” on the cover sheet to: 512-276-3714

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

**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**
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](#) 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

Note: Failing to notify the CBCU that you have submitted your background check request to Michigan may result in your background check being closed due to non-compliance.

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: 512-276-3714

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. Complete the request form and send it to Minnesota by mail.

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

1) Fill in the fields of the [MN Consent for Release of Information from Minnesota Statewide Database of Substantiated Abuse and Neglect form](#) as follows:

   - **To be completed by the person giving consent/authorization:**
     - **Name(s)** – Enter your full name and any alternate names you have previously used
     - **Date of birth** – Enter your DOB
     - **SS#** – Enter your Social Security number
     - **Current address** – Enter your street address
     - **City** – Enter your city
     - **State** – Enter your state
     - **Zip** – Enter your zip code
     - **Minnesota address(es)** – Enter your previous addresses in Minnesota

   - **The information will be released to:**
     - **Name** – Enter “Vicki Persky”
     - **Agency** – 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”
     - **Phone #** – Enter “512-438-3127”
     - **Fax #** – Enter “512-276-3714”
     - **This information will be used for** – Enter the appropriate option based on your role:
       - “Foster/Adoptive Parent in Texas”
       - “Household Member in a Foster/Adoptive Home in Texas”
       - “Child Care Employment in Texas”
2) 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.
3) Have the notary sign and seal the request form.
4) Write out a check or money order in the amount of $20 made payable to: *Minnesota Department of Human Services*.
5) 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

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

   **Note:** Failing to notify the CBCU that you have submitted your background check request to Minnesota may result in your background check being closed due to non-compliance.

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

Day Care or Residential Care Employees and Volunteers
Mississippi requires the CBCU to initiate the request for child care purposes through an online DocuSign process. 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 “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

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Filling in the fields of the request form
Submit the request form electronically for processing

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

**Note:** Failing to notify the CBCU that you have submitted your background check request to Mississippi may result in your background check being closed due to non-compliance.

Mississippi sends the results to the CBCU within a couple of weeks.

**Foster or Adoptive Parents and Household Members**

Mississippi requires the CBCU to initiate the request for foster and adoptive purposes 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 requires the submission of fingerprints to perform a Criminal History Check and charges a $54.17 fee. Pay the fee in the Mississippi portal and submit it the request letter and your fingerprints to Mississippi by mail.

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 “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 the CBCU sends you an email, print out the attached *MS Criminal History Request Letter*

4) Contact a local law enforcement agency or visit the [IdentoGO Fingerprint Card](https://www.identogo.com) 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](https://www.tdhhs.state.tx.us/services/childcare/Fingerprinting.aspx) for details)

**Note:** You will submit one fingerprint card to Mississippi 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 of the fingerprint card with your personal identifying information and sign and date the card

6) Go to the [MS Portal](https://portal.dhhs.ms.gov) to register and pay the $54.17 fee by following the steps below:

   - Select *Childcare Facility* from the dropdown menu and click the **Submit** button
   - Fill in the fields on the registration page as follows and enter the information exactly as described below:
     - *Facility Code* – Enter “CH0104758” (Or copy and paste the code online)
     - *Amount* – Enter “50.00”
     - *Email* – Enter your email address
     - *Phone* – Enter your phone number as “(xxx) xxx-xxxx”
       
       **Note:** You must enter parentheses around the area code, then a space, and a dash between the prefix and the last four digits or the system will not accept your phone number.

     - Click the **Submit** button
     - Click the **Submit** button

   - **Review** page:
     - Review your information on this page -If anything needs to be changed, select the **Back** button
     - Click **Continue to Payment**
   - **Payment Type** page:
     - *Payment Type* – Select “Credit/Debit Card” from the dropdown menu
     - Click the **Next** button
   - **Customer Information** page:
     - *First Name* – Enter your first name
     - *Last Name* – Enter your last name

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Texas Health and Human Services

*Revised June 3, 2022*
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- **Address** – Enter your street address (This MUST match the mailing address for your credit/debit card)
- **City** – Enter your city (This MUST match the city on the mailing address for your credit/debit card)
- **State** – Select your state from the dropdown menu (This MUST match the state on the mailing address for your credit/debit card)
- **Phone Number** – Enter your phone number (This MUST match the city on the mailing address for your credit/debit card)
- Click the Next button

**Payment Information** page:
- Enter your credit/debit card information, expiration month and year, security card, and the name on the credit card
- Click Next to complete payment

7) Send the **MS Criminal History Request Letter** and fingerprint card by mail to:

Mississippi Department of Health
Criminal History Record Check Unit
ATTN: Julie Henderson
143B LeFleurs Square
Jackson, MS 39211

**Note:** Mississippi recommends obtaining a tracking number when sending the request and fingerprint card by mail.

8) Send an email confirming that the request has been mailed to Mississippi to:

CBCUBackgroundChecks@hhs.texas.gov

**Note:** Failing to notify the CBCU that you have submitted your background check request to Mississippi may result in your background check being closed due to non-compliance.

Mississippi sends the results to the CBCU within a couple of weeks. If Mississippi sends results to you by mail, please forward the results to the CBCU by:
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- Scanning and sending the results as an email attachment (preferred) with the Subject line “Background Check Results for Mississippi” to: CBCUBackgroundChecks@hhs.texas.gov
- Faxing it and entering “Background Check Results for Mississippi” on the cover sheet to: 512-276-3714

**Contact Information for Mississippi Criminal History**

Website: [MS 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

**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:
Texas Health and Human Services

OUT-OF-STATE RESOURCE GUIDE FOR CHILD CARE EMPLOYEES AND FOSTER AND ADOPTIVE PARENTS IN TEXAS

- 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:  

 CBCUBackgroundChecks@hhs.texas.gov  

Revised June 3, 2022
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:
     - 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**

   **Note:** Failing to notify the CBCU that you have registered in the Missouri portal may result in your background check being closed due to non-compliance.
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](mailto:CBCUBackgroundChecks@hhs.texas.gov)

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**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.

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**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”.
     - **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
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- 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
   - Faxing it and entering “Abuse and Neglect History Request for Montana” on the cover sheet to 512-276-3714

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
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- 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](mailto:CBCUBackgroundChecks@hhs.texas.gov)

**Note:** Failing to notify the CBCU that you have submitted your background check request to Nebraska may result in your background check being closed due to non-compliance.

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](https://www.ne.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)
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)
     - Contact Person – Enter “Corinna Reyna”
     - Organization Name – Enter “Texas Health and Human Services – CBCU”
     - Address Line 1 – Enter “P.O. Box 149030”
     - Address Line 2 – Enter “Mail Code: 121-7”
     - City – Enter “Austin”
     - State/Province – Select “Texas”
     - Zip – Enter “78714”
     - Email Address – Enter “CBCUBackgroundChecks@hhs.texas.gov”
     - Verify Email Address – Enter “CBCUBackgroundChecks@hhs.texas.gov”
     - Client Memo – Enter “Texas Child Care”
   - Person of Interest Information
     (This page refers to you)
     - First Name – Enter your legal first name
     - Middle Name or Initial – Enter your middle name or initial. If no middle name, leave blank.
     - 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
o **Date of Birth** – Enter your DOB as mm/dd/yyyy
  o **Gender** – Select your gender from the dropdown menu
  o **Race** – Select your race from the dropdown menu
  o **Place of Residence** – Select your current state of residence
  o **Place of Birth** – Select the U.S. state, Canadian territory, or country in which you were born
  o **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**
  o Select the radio button for *Public information criminal history*
  o Click the **Save Person to Order** button in the bottom-right corner
  o The portal will take you to a new **Person of Interest Information** page. Select the **Continue With Order** button in the bottom-right corner
  o Review the **Verify Your Information** page and click the **Edit** button if any changes needed
  o Select the **I Agree/Proceed to Payment** button in the bottom-right corner

- **Payment Information**
  o 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
  o **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
  o 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

**Note:** Failing to notify the CBCU that you have submitted your background check request to Nebraska may result in your background check being closed due to non-compliance.
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.

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### 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**
  - **Name (Adult #1)** – Enter your full name
  - **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”
  - **Alias/Maiden name(s) used** – Enter all alternate names you have used. If you have no alternate names, enter “N/A”.
  - **Gender/Sex** – Select your gender
  - **Email** – Enter your email address
  - **Address** – Enter your mailing address
  - **Name (Adult #1)** – Enter “N/A”
- **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**
  - **(Name of employer/agency)** - Enter “Texas Health and Human Services – CBCU”
  - 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:
  - 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
  - Faxing it and entering “Abuse and Neglect History Request for Nevada” on the cover sheet to: 512-276-3714
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)**
     - **Name** – Enter your full name
     - **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”.
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- **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
   - Faxing it and entering “Abuse and Neglect History Request for Nevada” on the cover sheet to: 512-276-3714

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
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

   **Note:** Failing to notify the CBCU that you have submitted your background check request to Nevada may result in your background check being closed due to non-compliance.

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.

New Hampshire

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) 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, save the attached NH Central Registry Name Search Authorization form to your computer
4) 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*
  
  o **Agency Name** – Enter “Texas Health and Human Services -CBCU”
  
  o **Number and Street Name** – Enter “P.O. Box 149030 Mail Code: 121-7”
  
  o **City or Town** – Enter “Austin”
  
  o **State** – Enter “TX”
  
  o **Zip Code** – Enter “78714-9030”

5) 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.

6) Have the notary sign and seal the request form

7) Address a stamped envelope to:

<table>
<thead>
<tr>
<th>Texas Health and Human Services –CBCU</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.O. Box 149030 Mail Code: 121-7 ATTN: CReyna</td>
</tr>
<tr>
<td>Austin, TX 78714-9030</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Bureau of Child Development and Head Start Collaboration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division of Economic and Housing Stability</td>
</tr>
<tr>
<td>129 Pleasant Street</td>
</tr>
<tr>
<td>Concord, NH 03301</td>
</tr>
</tbody>
</table>

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

**Note:** Failing to notify the CBCU that you have submitted your background check request to New Hampshire may result in your background check being closed due to non-compliance.

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

Note: Failing to notify the CBCU that you have submitted your background check request to New Hampshire may result in your background check being closed due to non-compliance.
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

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**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.

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**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

   **Note:** Failing to notify the CBCU that you have submitted your background check request to New Hampshire may result in your background check being closed due to non-compliance.

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 “512-438-5262”
  - **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 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**
  **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 #

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Texas Health and Human Services

Revised June 3, 2022
OUT-OF-STATE RESOURCE GUIDE FOR CHILD CARE EMPLOYEES AND FOSTER AND ADOPTIVE PARENTS IN TEXAS

- **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

4) Send an email confirming that the request has been submitted online to New Jersey to: **CBCUBackgroundChecks@hhs.texas.gov**

**Note:** Failing to notify the CBCU that you have submitted your background check request to New Jersey may result in your background check being closed due to non-compliance.

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

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”
  - Contact Phone Number – Enter “512-438-5262”
  - Address 1 – Enter “P.O. Box 14903 0”
  - 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
  o Please check whether you are – Select the appropriate radio button based on your role in the foster/adoptive home
  o 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
  o First Name – Enter your legal first name
  o Middle Initial/Name – Enter your middle name or middle initial. If no middle name, leave blank.
  o Last Name – Enter your legal last name
  o 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.
  o Date of last name change – Select the date you last changed your name. If no name changes, leave blank.
  o Country – Leave as “United States”
  o Home Address – Enter your current street address
  o City – Enter your current city of residence
  o State – Enter your current state
  o Zip – Enter your zip code
  o Date of Birth – Click on the button in this field and use the calendar to enter your DOB
  o Phone Number – Enter your phone #
  o Email – Enter your personal email address. (Do not list the email address for the child care operation).
  o Gender – Use the arrow to select your gender
  o 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
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

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

Note: Failing to notify the CBCU that you have submitted your background check request to New Jersey may result in your background check being closed due to non-compliance.

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

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: 512-276-3714

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](http://www.texas.gov)

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Texas Health and Human Services

*Revised June 3, 2022*
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:
     o Agency Name – Enter “TX Health and Human Services –CBCU”
     o Contact Name – Enter “Corinna Reyna”
     o Ph. Number – Enter “512-438-5262”
     o Mailing Address – Enter “P.O. Box 149030 Mail Code: 121-7”
     o City – Enter “Austin”
     o State – Enter “TX”
     o Zip – Enter “78714”
     o E-mail – Enter “CBCUBackgroundChecks@hhs.texas.gov”
   - Section 2 – Applicant Information:
     o Enter your personal identifying information, current address, and place of birth
     o 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: 512-276-3714

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 the 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](mailto:CBCUBackgroundChecks@hhs.texas.gov)

   - Note: Failing to notify the CBCU that you have submitted your background check request to New Mexico may result in your background check being closed due to non-compliance.
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

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: CReya
      Austin, TX 78714-9030”
   ▪ Agency phone number and email address – Enter “512-438-5262
     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
Note: Failing to notify the CBCU that you have submitted your background check request to New York may result in your background check being closed due to non-compliance.

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: CR Reyna  
     Austin, TX 78714-9030”
   - *Agency Phone Number & Email Address* – Enter “512-438-5262 CBCUBackgroundChecks@hhs.texas.gov”

   **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
Note: Failing to notify the CBCU that you have submitted your background check request to New York may result in your background check being closed due to non-compliance.

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.
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
     o 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)
     o 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: 512-276-3714

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
     o LAST Name – Enter your last name
     o FIRST Name – Enter your first name
     o 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.
OUT-OF-STATE RESOURCE GUIDE FOR CHILD CARE EMPLOYEES AND FOSTER AND ADOPTIVE PARENTS IN TEXAS

- **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 “512-438-4324”
- **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 512-276-3714”
- **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 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: 512-276-3714

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”
OUT-OF-STATE RESOURCE GUIDE FOR CHILD CARE EMPLOYEES AND FOSTER AND ADOPTIVE PARENTS IN TEXAS

- **Telephone Number** – Enter “512-438-4324”
- **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
- **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
   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**

**Note:** Failing to notify the CBCU that you have submitted your background check request to North Dakota may result in your background check being closed due to non-compliance.
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.

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**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
  - *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 OCCRRA and click on the link in the message to verify your email

  3) Once you are back on the OCCRRA 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**

  **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
OUT-OF-STATE RESOURCE GUIDE FOR CHILD CARE EMPLOYEES AND FOSTER AND ADOPTIVE PARENTS IN TEXAS

- **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

**Note:** Failing to notify the CBCU that you have submitted your background check request to Ohio may result in your background check being closed due to non-compliance.

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)
   ▪ Printing out the Ohio Consent Letter and writing your signature
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:
     o Social Security Card
     o W-2 statement that displays your name and SSN
     o 1099 form that displays your SSN (must not be handwritten)
     o 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: 512-276-3714

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.

Oklahoma

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**
     - Enter your personal identifying information
     - **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: 512-276-3714

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

   **Note:** Failing to notify the CBCU that you have submitted your background check request to Pennsylvania may result in your background check being closed due to non-compliance.

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 512-276-3714

   **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

Note: Failing to notify the CBCU that you have submitted your background check request to Pennsylvania may result in your background check being closed due to non-compliance.
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: 512-276-3714

**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 512-276-3714

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
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](mailto:CBCUBackgroundChecks@hhs.texas.gov)
   - Faxing it and entering “Criminal History Results for Puerto Rico” on the cover sheet to: 512-276-3714

**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 512-276-3714

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
4) Send an email confirming that the request has been mailed to Rhode Island to: CBCUBackgroundChecks@hhs.texas.gov

Note: Failing to notify the CBCU that you have submitted your background check request to Rhode Island may result in your background check being closed due to non-compliance.
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 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 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) Check your email for a message from DoNotReply@DSS.SC.GOV
4) Click on the link in the email to access the request form
   **Note:** The link expires within 72 hours. If the link has expired, call South Carolina at 803-898-9020 and provide the Reference Number listed in the email from South Carolina.
5) Complete the request form online, as follows:
   - Select all four checkboxes consenting to this background check and click the Next button
   - Fill in the fields of the request form online with your personal information. List your maiden name and all alternate names you have previously used. **Note:** If you do not have a middle name, you must enter “NMN” in that field
   - I have lived at my current address for 5 or more years – Select No
   - List all previous addresses in which you have lived within the last five years, including your last South Carolina address.
   - Click the green checkmark after entering each address -then click the Next button after entering all previous addresses.
   - Enter your first name, last name, and email address
   - Sign the request form online by clicking the left button on your mouse and moving the mouse to create a signature. You can also use a touch screen to create a signature.
   - There is **No Fee** for this background check, so leave the Fee field showing 0.00, as displayed in the screenshot below:

```
Fee *
0.00
```
   - Click the Submit button
6) South Carolina provides you with a Reference Number. Save this as it may be needed for future reference to track your request.
7) Send an email confirming that the request has been submitted to South Carolina to: CBCUBackgroundChecks@hhs.texas.gov

**Note:** Failing to notify the CBCU that you have submitted your background check request to South Carolina may result in your background check being closed due to non-compliance.
South Carolina sends the results to the CBCU by email 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](mailto:CBCUBackgroundChecks@hhs.texas.gov)

**Foster or Adoptive Parents and Household Members**

South Carolina processes Abuse and Neglect History checks for foster and adoptive purposes through an online portal and charges an $8 fee. 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](mailto:CBCUBackgroundChecks@hhs.texas.gov)

3) Check your email for a message from **DoNotReply@DSS.SC.GOV**

4) Click on the link in the email to access the request form
   
   **Note:** The link expires within 72 hours. If the link has expired, call South Carolina at 803-898-9020 and provide the **Reference Number** listed in the email from South Carolina.

5) Complete the request form online, as follows:
   - Select all four checkboxes consenting to this background check and click the **Next** button
   - Fill in the fields of the request form online with your personal information. List your maiden name and all alternate names you have previously used.
Note: If you do not have a middle name, you must enter “NMN” in that field

- I have lived at my current address for 5 or more years – Select No
- List all previous addresses in which you have lived within the last five years, including your last South Carolina address.
- Click the green checkmark after entering each address -then click the Next button after entering all previous addresses.
- Enter your first name, last name, and email address
- Sign the request form online by clicking the left button on your mouse and moving the mouse to create a signature. You can also use a touch screen to create a signature.
- Click the Submit button
- Use a credit or debit card to pay the $8 fee online

8) South Carolina provides you with a Reference Number. Save this as it may be needed for future reference to track your request.

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

Note: Failing to notify the CBCU that you have submitted your background check request to South Carolina may result in your background check being closed due to non-compliance.

South Carolina sends the results to the CBCU by email within several weeks.

Contact Information for South Carolina Abuse and Neglect History
Website: SC Child Care Licensing 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
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
     - Last Name – Enter your legal last name
     - First Name – Enter your first name
     - Date of Birth – Enter your DOB as YYYYMMDD
     - Maiden Name – Enter your maiden name, if applicable. If none, leave blank.
     - Gender – Select the appropriate dropdown option
     - SSN – Enter your Social Security number. If you do not have an SSN, leave blank.
     - Click the Submit button

   - Information Verification and Payment
     - Review your information to confirm it is correct. If there are any errors, click on the Edit link to make any changes.
     - 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.
     - Click the Make Payment button

   - Order Summary – Enter your credit card information

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:
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- 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: 512-276-3714

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
     - Your Name – Enter your first and last name
     - Street Address – Enter your address
     - PO Box Number/Apt/Suite/Unit/Lot – Enter the apartment or unit #
     - City State Zip – Enter your city, state, and zip code
     - Your return email address – Enter your email address
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

**Note:** Failing to notify the CBCU that you have submitted your background check request to South Dakota may result in your background check being closed due to non-compliance.

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 512-276-3714

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. 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 South Dakota for Texas Child Care Regulation:

1) Save the SD Out-of-State Screening Request 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):
   ▪ My reason for requesting this screening is – Enter “Foster/Adoption”
   ▪ Full name – Enter your first, middle, and last name
   ▪ Maiden and former names or any alias – Enter all alternate names listed for the person in CLASS
   ▪ Date of Birth – Enter your DOB as mm/dd/yyyy
   ▪ Social Security Number – Enter your SSN
   ▪ Agency Name and Return Address –
     o Your Name – Enter “Leah Trevino”
     o Street Address – Enter “Texas Health and Human Services –CBCU”
     o PO Box Number/Apt/Suite/Unit/Lot – Enter “P.O. Box 149030 Mail Code: 121-7”
     o City State Zip – Enter “Austin, TX 78714-9030”
     o Agency return email address – Enter “CBCUBackgroundChecks@hhs.texas.gov”
   ▪ Enter the full name and date of birth for each of your biological children, including those who are adults
3) Sign and date the request form in the presence of a notary
4) 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 512-276-3714

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:

   Office of the Attorney General  
   Division of Criminal Investigation  
   1302 E Highway 14, Suite 5  
   Pierre, SD 57501

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

**Note:** Failing to notify the CBCU that you have submitted your background check request to South Dakota may result in your background check being closed due to non-compliance.

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](https://www.soc.state.sd.us/BackgroundCheck/)

**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.

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
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
   ▪ Faxing it and entering “Abuse and Neglect History Request for Tennessee” on the cover sheet to: 512-276-3714

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

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: 512-276-3714

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

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

**Note:** Failing to notify the CBCU that you have submitted your background check request to USVI may result in your background check being closed due to non-compliance.

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”
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- **Reason For Request** – Select the appropriate checkbox based on your role:
  - Foster Care/Adoption/ICPC – For foster and adoptive parents and household members
  - 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: 512-276-3714

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

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Texas Health and Human Services

Revised June 3, 2022
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

Writing a check or money order in the amount of $15 made payable to: BCI.

### Print Out UT Application

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

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**Note:** Failing to notify the CBCU that you have submitted your background check request to Utah may result in your background check being closed due to non-compliance.
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.

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**Vermont**

**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”.

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Texas Health and Human Services

*Revised June 3, 2022*
- 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

**Note:** Failing to notify the CBCU that you have submitted your background check request to Vermont may result in your background check being closed due to non-compliance.
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](mailto:CBCUBackgroundChecks@hhs.texas.gov)

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**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
OUT-OF-STATE RESOURCE GUIDE FOR CHILD CARE EMPLOYEES AND FOSTER AND ADOPTIVE PARENTS IN TEXAS

- **Date of Birth** – Select your 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: 512-276-3714

**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 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 “512-438-4898”
  - *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

Note: Failing to notify the CBCU that you have submitted your background check request to Virginia may result in your background check being closed due to non-compliance.

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”
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- **NotaryCam** box – Click on the Get Started button
- Click Continue – This will take you to a new webpage
  
  **Note:** You must submit the request using the NotaryCam process. If you submit a paper request form that does not include a notarized signature from a CBCU representative, Virginia will reject your request.

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

**Note:** Failing to notify the CBCU that you have submitted your background check request to Virginia may result in your background check being closed due to non-compliance.

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
- Faxing it and entering “Criminal History Results for Virginia” on the cover sheet to: 512-276-3714

**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
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.

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### 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. Send the Signature Page and your previous Washington address to the CBCU by email 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) Click on the link to the [WA Abuse and Neglect History Check Signature Page](#)
2) Enter your name on the **Signature Page** and sign and date it  
**Note:** Your signature and the date must be handwritten

3) 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)

4) Attach the **WA Abuse and Neglect History Check Signature Page** and send the email to: CBCUBackgroundChecks@hhs.texas.gov

5) After the CBCU sends you an email, print out the attached **WA Abuse and Neglect History Check Confirmation Receipt**  
**Note:** If you are a current Washington resident, the CBCU will not send you an email with a **Confirmation Receipt** and no fee is required

6) Make out a check or money order in the amount of $20 made payable to: DCYF

7) Send the **Confirmation Receipt** and payment by mail within five business days to:
   
   Department of Children, Youth, and Families  
   ATTN: Fiscal  
   PO Box 40970  
   Olympia, WA 98504-0970

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

**Note:** Failing to notify the CBCU that you have submitted your background check request to Washington may result in your background check being closed due to non-compliance.

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

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Texas Health and Human Services  
*Revised June 3, 2022*
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: 512-276-3714

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 “512-438-4898”

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, B-18
Charleston, WV 25301

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

**Note:** Failing to notify the CBCU that you have submitted your background check request to West Virginia may result in your background check being closed due to non-compliance.

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 “512-438-4898”
   ▪ 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, B-18
   Charleston, WV 25301
5) Send an email confirming that the request has been mailed to West Virginia to:
   CBCUBackgroundChecks@hhs.texas.gov

**Note:** Failing to notify the CBCU that you have submitted your background check request to West Virginia may result in your background check being closed due to non-compliance.

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](https://www.wi.gov/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

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:
     o Enter your credit card or bank information
     o Click Continue
   ▪ Review Payment page – Look over your information for accuracy and:
     o Click Confirm if correct
     o Click the Back link if there is an error and make any corrections
   ▪ Confirmation page:
     o Copy your Confirmation Number or click print this page
     o Click Continue
   ▪ Payment Status page:
     o Click Print to print your receipt
     o Click View Results
   ▪ Request Results page – Check the Result Status column for “Completed”
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- 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 512-276-3714

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**

Wyoming has the same process for child care and foster and adoptive 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 Wyoming for Texas Child Care Regulation:**

1) Create an email with the *Subject* line “Abuse and Neglect History Check Needed from Wyoming” and provide the following information in the message:
   - Your name
   - Your Social Security Number
2) Send the email to: CBCUBackgroundChecks@hhs.texas.gov
3) Check your email for a message from *WY DFS Central Registry*
4) Copy the *OTP* number listed in the request form
5) Click on the link in the email to open the request form
6) Enter the *OTP* number and click the *Verify* button
7) Fill in the fields of the request form online with your personal information.
8) Submit the request form for processing
7) Send an email confirming that the request has been submitted online to Wyoming to: CBCUBackgroundChecks@hhs.texas.gov

**Note:** Failing to notify the CBCU that you have submitted your background check request to Wyoming may result in your background check being closed due to non-compliance.
Wyoming sends the results to the CBCU by email within a couple of weeks.

**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)

**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](mailto: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