

## **\*Arkansas**

Please visit the following website for additional information:

<https://humanservices.arkansas.gov/divisions-shared-services/children-family-services/request-a-child-maltreatment-check/>

1. Go to instructions for Stage 1: **Arkansas (AR) Child Maltreatment Central Registry Form Generator Process**

2. In step 1, click [Central Registry Request Form Generator](#) in the instructions.

3. In the **Arkansas Child Maltreatment Central Registry Form Generator** under the Reason for Registry Check:

Select:

You are an out of state individual, provider, school, or state agency.

Under **General Requestor Information**, use the information below to fill in the top portion:

**Organization Requesting the Report:** AZ Dept. of Economic Security

**Representative Name:** Betty Ramos

**Mailing Address:** PO Box 6123 MD85B1, 85005

**Phone Number:** 602-679-2021

**Email:** [CCACentralRegistry@azdes.gov](mailto:CCACentralRegistry@azdes.gov)

4. The applicant will fill out the rest of the form with their personal information.

5. Please follow the stages to complete the Arkansas request.

6. Please make sure to email us at [CCACentralRegistry@azdes.gov](mailto:CCACentralRegistry@azdes.gov) with the individual's name, tracking number of the original request and the day it was completed to avoid receiving a 14-day closure letter.

7. Once you receive the results from Arkansas you will need to forward the results to DES, either by mail or via email to [CCACentralRegistry@azdes.gov](mailto:CCACentralRegistry@azdes.gov).