

REQUEST FOR SEARCH OF BACKGROUND CHECKS

This document and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. If you have received this information in error, please notify the sender and destroy the information. The information contained in the Central Registry of Arizona Department of Child Safety (ADCS), and any attached files shall be used as a factor to determine qualifications for individuals applying for contracts with this state, including employees of the prospective contractor, contractors, and subcontractors for positions that provide direct services to children.

The information contained in the Central Registry and any attached files are confidential and shall not be further disseminated or shared. SPECIAL NOTE: In order to adhere to confidentiality requirements, this document can only be completed by either the owner or the individual responsible for hiring staff and volunteers for this facility. PLEASE FILL OUT THE INFORMATION BELOW. All applicable fields must be completed, accurately and legibly.

Provider or Contractor Name: _____

Provider ID (Assigned by DES): _____

Licensed Center Number: CDC _____ Certified Group Home Number: SGH _____

DCC Contract Number: SX (Assigned by DES) _____

Check one:

New Contract New Employee Hire DCC Certified Home CCR&R Registered Home

Phone Number (Including Area Code): _____

Email Address (Results will be emailed to this Address): _____

Mailing Address (No., Street): _____

City: _____ State: _____ ZIP Code: _____

Name of Person Authorized to Submit Request (Print/Type): _____

Requestor's Signature: _____ Date of Request: _____

SUBMIT YOUR COMPLETED REQUEST THROUGH ONE OF THE FOLLOWING METHODS:

Fax to: DCC BACKGROUND CHECKS (602) 542-8436

Email [secure] to: CCACentralRegistry@azdes.gov

Results of this check will be:

1. EMAILED to the address above indicating that one or more individuals on the request was (were) unable to be processed with the information provided; or
2. EMAILED to the address above if all names are cleared; or
3. EMAILED to the address above with information on individuals who are found to have a substantiated finding of child abuse or neglect; and
4. MAILED to the individual who is found to have a substantiated finding that disqualifies him/her from providing direct services to children.

