



To DES Providers:

Below is a list of the states and instructions on how to complete the Request for Search of Background Checks for each state. These are instructions for an employee who needs an out of state background check if they have lived out of state in the past 5 years. Please note that each state is different and has different requirements to submit their Request for Search of Background Checks. Please read what each state requires carefully and submit accordingly. If it is not submitted correctly, your Request for Search of Background Check cannot be processed and will be returned.

Please note that these background checks are **REQUIRED** per your contract with Department of Economic Security (DES). A response is required, either by submitting the forms or by emailing us to inform us that the individual is no longer employed.

All forms must be returned to Central Registry within 14 business days from the date results were emailed to you.

Please **DO NOT** send these forms directly to the State that the individual previously resided in as the forms will need to be reviewed and tracked by DES.

Please feel free to contact [CCACentralRegistry@azdes.gov](mailto:CCACentralRegistry@azdes.gov) with any questions.

Mailing Address: DERS Central Registry

P.O. Box 6123 MD 54F2

Phoenix, AZ 85005

Thank you,

Central Registry

### Alabama

Complete the Alabama form in its entirety in black or blue ink **only** and mail the original form to our office. If nothing applies use N/A or draw a line through it. DO NOT LEAVE ANY LINES BLANK. Once the completed form is received, we will forward the *Request for Search of Background Checks* to the state of Alabama. No fee is required.

### Alaska

Complete the attached form in its entirety and mail it to our office along with a copy of a valid photo identification. When we receive the completed form back from you, we will forward the *Request for Search of Background Checks* to the state of Alaska. No fee is required.

### Arkansas – ONLINE - \$10.00 fee

### California

Please read form carefully and complete all applicable areas in their entirety; have the form notarized and return the original to our office by mail. Once the completed form is received, we will forward the *Request for Search of Background Checks*. **Once you receive the results from California, you will need to forward the results to DES, either by mail or via email to [CCACentralRegistry@azdes.gov](mailto:CCACentralRegistry@azdes.gov).** No fee is required.

### Colorado – \$35.00 fee

Complete the Colorado form in its entirety and submit a check or money order in the amount of \$35.00 made payable to CDHS Background Investigation Unit (BIU) and return the originals with fee to our office by mail. The form must be typed. Once the completed form is received, we will forward the *Request for Search of Background Checks* to the state of Colorado.

### Connecticut

Complete the Connecticut form in its entirety and return by mail. Once the completed form is received, we will forward the *Request for Search of Background Checks* to the state of Connecticut. No fee is required.

### Delaware

Complete the Delaware form in its entirety and return by mail. Once the completed form is received, we will forward the *Request for Search of Background Checks* to the state of Delaware. No fee is required.

### Florida

Please complete the Florida form in its entirety and return it via [secure] email to [CCACentralRegistry@azdes.gov](mailto:CCACentralRegistry@azdes.gov). Once the completed form is received, we will forward the *Request for Search of Background Checks* to the state of Florida. No fee is required.

### Georgia

Complete the Georgia form in its entirety and attach a list of previous Georgia addresses and return by mail. Once the completed form and list of addresses is received, we will forward the *Request for Search of Background Checks* to Georgia. No fee is required.

### Hawaii

Complete the Hawaii form in its entirety and return by mail. Once the completed form is received, we will forward the *Request for Search of Background Checks* to the state of Hawaii. No fee is required.

### Idaho – \$20.00 fee

Complete the Idaho form in its entirety and submit a check or money order in the amount of \$20.00 made payable to Idaho Department of Health and Welfare or IDHW and return the originals with fee to our office by mail. The signature must be notarized. Once the completed form is received, we will forward the *Request for Search of Background Checks* to the state of Idaho.

## Illinois

Please complete the attached form in its entirety and return it to our office via [secure] email to [CCACentralRegistry@azdes.gov](mailto:CCACentralRegistry@azdes.gov). The form must be legible, submitted as a PDF attachment, and the form must be signed (hand-written). Once the completed form is received, we will forward the *Request for Search of Background Checks* to the state of Illinois. No fee is required.

## Indiana – ONLINE

Complete the Indiana form in its entirety and return it to our office by mail. The applicant is required to enter current residential address and all required fields for previous addresses dating back to January 1, 1988 or 'Date of Birth', whichever is most recent. Addresses may not cross or overlap. Once the completed form is received, we will forward the *Request for Search of Background Checks* to the state of Indiana. No fee is required.

## Iowa

Complete the Iowa form in its entirety and return it to our office by mail. Once the completed form is received, we will forward the *Request for Search of Background Checks* to the state of Iowa. No fee is required.

## Kansas – \$10.00 fee

Complete the Kansas form in its entirety and submit a check or money order in the amount of \$10.00 payable to DCF, Child Abuse and Neglect Central Registry and return the originals with fee to our office by mail. Once the completed form is received, we will forward the *Request for Search of Background Checks* to the state of Kansas.

## Kentucky – \$10.00 fee

Complete the Kentucky form in its entirety and return the original along with payment and a copy of individuals driver's license, social security card or birth certificate to our office by mail. Please submit a check or money order in the amount of \$10.00 payable to Kentucky State Treasurer. Once the completed form is received, we will forward the *Request for Search of Background Checks* and your check or money order to the state of Kentucky.

## Louisiana – ONLINE - \$25.00 fee

Maine – ONLINE - \$15.00

## Maryland

Complete the Maryland form in its entirety (**IT MUST BE TYPED**); have the form notarized and return the original to our office by mail. Once the completed form is received, we will forward the *Request for Search of Background Checks* to the state of Maryland. No fee is required.

## Massachusetts

Complete the Massachusetts form in its entirety and return the original to our office by mail. Once this is received, we will forward the *Request for Search of Background Checks* to the state of Massachusetts. No fee is required.

## Michigan

Complete the Michigan form in its entirety, include an enlarged copy of a valid photo ID and return it via mail. Once the completed form and copy of photo ID is received, we will forward the *Request for Search of Background Checks* to the state of Michigan. No fee is required.

## Minnesota – \$20.00 fee

Complete the Minnesota form in its entirety; have the form notarized and return the original along with payment to our office by mail. Please submit a check or money order in the amount of \$20.00 payable to Minnesota Department of Human Services. Once the completed form and payment is received, we will forward the *Request for Search of Background Checks* to the state of Minnesota.

## Mississippi – ONLINE

### Missouri

Complete the Missouri form in its entirety and return it to our office by mail. Once the completed form is received, we will forward the *Request for Search of Background Checks* to the state of Missouri. No fee is required.

### Montana

Complete the Montana form in its entirety; have the form notarized and return the original to our office by mail. Once the completed form is received, we will forward the *Request for Search of Background Checks* to the state of Montana. No fee is required.

### Nebraska – ONLINE - \$5.00 fee

A web link will be sent to you via email after the Arizona background check process is complete. Please make sure to follow the steps to complete the online process. A fee of \$5.00 is required at the time of completion of the online application. Only use the Nebraska form if the individual is under 18 years of age. 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 the Nebraska online application is completed to avoid receiving a 14-day closure letter.

### Nevada

Complete the Nevada form in its entirety and return it along with a valid copy of a photo ID to our office by mail. Once the completed form is received, we will forward the *Request for Search of Background Checks* to the state of Nevada. No fee is required.

### New Hampshire

Complete the New Hampshire form in its entirety; have the forms notarized and return the original to our office by mail. Once the completed form is received, we will forward the *Request for Search of Background Checks* to the state of New Hampshire. No fee is required.

### New Jersey – ONLINE

### New Mexico

Complete the New Mexico form in its entirety and return it with a copy of individual's photo ID to our office by mail. Once the completed form is received, we will forward the *Request for Search of Background Checks* to the state of New Mexico. No fee is required.

### New York

Complete the New York form in its entirety; have the form notarized and return the original to our office by mail. Once the completed form is received, we will forward the *Request for Search of Background Checks* to the state of New York. No fee is required.

### North Carolina

Complete the North Carolina form in its entirety and return it to our office by mail. Once the completed form is received, we will sign, date, and forward the *Request for Search of Background Checks* to the state of North Carolina. No fee is required.

### North Dakota

Complete the North Dakota form in its entirety and return it to our office by mail. Once the completed form is received, we will forward the *Request for Search of Background Checks* to the state of North Dakota. No fee is required.

### Ohio

Complete the Ohio form in its entirety; attach a copy of individual's social security card and either their state ID or birth certificate or they can have the form notarized. Return the original form to our office along with copies required by mail. Once the completed form and copies are received, we will forward the *Request for Search of Background Checks* to the

state of Ohio. No fee is required. **Once you receive the results from Ohio, you will need to forward the results to DES, either by mail or via email to [CCACentralRegistry@azdes.gov](mailto:CCACentralRegistry@azdes.gov).**

### **Oklahoma**

Complete the Oklahoma form in its entirety and return it to our office by mail. Once the completed form is received, we will forward the *Request for Search of Background Checks* to the state of Oklahoma. No fee is required.

### **Oregon**

Complete the Oregon form in its entirety and return original to our office by mail. The form must be type-written and signed. Once the completed form is received, we will forward the *Request for Search of Background Checks* to the state of Oregon. No fee is required.

### **Pennsylvania** – ONLINE - \$13.00 fee

### **Rhode Island** – \$10.00 fee

Complete the Rhode Island form in its entirety; have the form notarized and return the original along with \$10.00 payment to our office by mail. Payment in the amount of \$10.00 needs to be made payable to General Treasurer, State of Rhode Island. Once the completed form and payment are received, we will forward the *Request for Search of Background Checks* to the state of Rhode Island.

### **South Carolina** – \$8.00 fee

Complete the South Carolina form in its entirety; have the form signed by a witnessed or notary and return the original with \$8.00 payment to our office by mail. A check or money order in the amount of \$8.00 needs to be made payable to South Carolina Dept. of Social Services Attn: CASHIER. Once the completed form and payment are received, we will forward the *Request for Search of Background Checks* to the state of South Carolina.

### **South Dakota**

Complete the South Dakota form in its entirety; have the form notarized and return it to our office by mail. Once the completed form is received, we will forward the *Request for Search of Background Checks* to the state of South Dakota.

### **Tennessee**

Complete the Tennessee form in its entirety; and return it to our office via [secure] email to [CCACentralRegistry@azdes.gov](mailto:CCACentralRegistry@azdes.gov). The form **MUST** be typewritten and submitted in **Word Format**. On a separate sheet of paper, we will need last known addresses of the individual in Tennessee along with the dates they lived in Tennessee. A copy of the agency's license and a statement regarding the age of the children served (if not included in the agency license) on letterhead. Once the completed form and documentation is received, we will forward the *Request for Search of Background Checks* to the state of Tennessee.

### **Texas**

Complete the Texas form in its entirety; have the form notarized and return it to our office by mail. Once the completed form is received, we will forward the *Request for Search of Background Checks* to the state of Texas.

### **Utah**

Complete the Utah form in its entirety and attach a copy of a valid photo ID and return it to our office by mail. When we receive the completed form back, we will forward the *Request for Search of Background Checks* to the state of Utah. No fee is required.

### **Vermont**

Complete the Vermont form in its entirety; have the form notarized and return it to our office via mail. Once the completed form is received, we will forward the *Request for Search of Background Checks* to the state of Vermont. No fee is required.

**Virginia** – \$10.00 fee

Complete the Virginia form in its entirety; have the form notarized and return the original to our office along with a \$10.00 payment. Please submit a money order, company/business, or cashier's check for \$10 made payable to Virginia Department of Social Services. When we receive the completed form along with payment, we will forward the *Request for Search of Background Checks* to the state of Virginia.

Washington – ONLINE - \$20.00

**West Virginia**

Complete the West Virginia form in its entirety in **blue** ink and return the original to our office by mail. Once the completed form is received, we will forward the *Request for Search of Background Checks* to the state of West Virginia.

**Wisconsin**

Complete the Wisconsin form in its entirety and return it by mail. Once the completed form is received, we will sign and then forward the *Request for Search of Background Checks* to the state of Wisconsin. No fee is required.

**Wyoming** – \$10.00 fee

Complete the Wyoming form in its entirety and return the original with a check or money order for \$10 made payable to State of Wyoming to our office by mail. Once the completed form is received, we will forward the *Request for Search of Background Checks* to the state of Wyoming.