

## **\*Mississippi**

Go to: <https://www.mdcp.ms.gov/obtain-child-abuse-neglect-central-registry-information/>

Instructions and Applications for Child Abuse and Neglect Central Registry

Instructions and Link for Electronic Child Abuse/Neglect Common Central Registry Application

[Electronic link for Child Abuse/Neglect Common Central Registry Application](#)

Employer/Requestor completes Steps 1-8

- **Step 1:** Click the link or copy and paste the link into your browser to access the form
- **Step 2:** Enter the person requesting the applicant Central Registry Check Name and Email – **AZDES – CCA Central Registry - Amanda Hartle** - [ccacentralregistry@azdes.gov](mailto:ccacentralregistry@azdes.gov)
- **Step 3:** Enter the Applicant Name and Email
- **Step 4:** Press Begin Signing
- **Step 5:** An access code will be sent to the person requesting the check email. Copy and Paste the code into the box then press Validate
- **Step 6:** Complete the required fields for the person requesting the check
- **Step 7:** Attach an Agency License or Agency ID Badge
- **Step 8:** Press finish/complete
- **Step 9:** An email will be sent to the applicants' email. That's where the applicant will complete their portion of the form

**Please contact the applicant to ensure they complete their portion of the form within 24hrs. The application will expire if it's left incomplete for more than 24hrs.**

The applicant completes Steps 9 and 10

☑ **Step 10:** Fill in personal information for the require fills

☑ **Step 11:** Once complete press complete/finish

**Once the applicant completes the form it will be sent to the Central Registry staff at MDCPS. The form will be processed, and an email will be sent to the person who requested the information as well as the applicant with the results enclosed.**

**Once the application is complete, it must be opened within 48 hours. The application will expire if it's left unopen for some time.**