

***New Jersey**

Please visit the following website to complete an online background check:

<https://www.njportal.com/dcf/cari>

1. Click 'File an Out of State CARI' in the Out of State CARI Check box.
2. Click 'Continue ->'
3. In the Requesting Information Box you will need to enter the following information:

Requesting Agency Name: AZ Dept. of Economic Security

Agency Email: CCACentralRegistry@azdes.gov

Country: United States

Address 1: PO Box 6123 MD85B1, 85005

Agency Contact Name: CCA Central Registry Unit /Betty Ramos

Contact Phone Number: 602-679-2021

4. Click 'no' in the following box where it asks, "Are you a government agency?"
5. In the box for Application Specifics, you will need to click 'Employee' then 'Childcare/Daycare center employee' and finally 'Child Care and Development Block Grant Act'
6. The employee will fill out all requested information and click 'Submit' when complete.
7. Please make sure to email us at 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.
8. **Once you receive the results from New Jersey you will need to forward the results to DES, either by mail or via email to CCACentralRegistry@azdes.gov.**