

**REQUEST FOR CHILD ABUSE OR NEGLECT / CRIMINAL RECORD**

TYPE OF SERVICE (Check <b>only</b> one) See reverse side for further instructions.  <input type="checkbox"/> (1) Name Search - \$5.00 (Criminal record, offender registry, and child abuse search) <input type="checkbox"/> (2) Fingerprint Search - \$14.00 (Criminal record, offender registry, and child abuse search) <input checked="" type="checkbox"/> (3) DFS Central Registry Child Abuse Search Only - No Charge	TYPE OF DAYCARE PROVIDER  <input type="checkbox"/> (1) License <input type="checkbox"/> (2) License Exempt <input type="checkbox"/> (3) Registered
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**IDENTIFYING DATA (Please type or print information legibly in ink.) The subject of the request must complete the next section and sign.**

APPLICANT'S NAME (Last, First, MI, Jr., Sr., III)				
MAIDEN NAME	DATE OF BIRTH (MM/DD/YY)	STATE OF BIRTH	SEX	RACE
ALIAS NAME(S)	SOCIAL SECURITY NUMBER	DRIVER'S LICENSE NUMBER / STATE /		

ADDRESSES FOR PAST 5 YEARS					
STREET	CITY	STATE	STREET	CITY	STATE

Have you ever been found guilty to or been convicted of any criminal act in this state or any state?

YES (Complete section below)     NO, I have not been found guilty to or been convicted of any criminal offense in this state or any state.

DATE	CITY	STATE	COUNTY	CIRCUMSTANCES (Identify charges, attach separate page, if necessary.)

Have you ever been substantiated as a perpetrator in any child abuse or neglect report made to the Division of Family Services in this state or any state?

YES (Complete section below)     NO, I have not been substantiated as a perpetrator in any child abuse or neglect report.

DATE	CITY	STATE	COUNTY	CIRCUMSTANCES (Attach separate page, if necessary.)

**The information provided is complete and accurate to the best of my knowledge. I understand it is unlawful to withhold or falsify information required on this form. I grant permission to the Department of Social Services to obtain any and all information needed to process my request and to use the information as permitted by law.**

SIGNATURE OF APPLICANT (REQUIRED IN INK)	DATE
SIGNATURE OF REQUESTOR (Required in ink)	DATE
TITLE OF CHILD CARE PROVIDER Superintendent of Catholic Schools	TELEPHONE 573.635.9127
STATE AGENCY	STATE VENDOR OR CONTACT NO. (If applicable)

CHECK APPROPRIATE BOX

<input type="checkbox"/> CHILD CARE RELATED EMPLOYMENT	<input type="checkbox"/> DOH / CCB CHILD CARE BUREAU	<input checked="" type="checkbox"/> SCHOOLS / PUBLIC AND PRIVATE
<input type="checkbox"/> CHILD CARE RELATED VOLUNTEER	<input type="checkbox"/> DMH / DMH VENDOR	<input type="checkbox"/> DFS CONTRACT PROVIDER
<input type="checkbox"/> DFS LICENSURE	<input type="checkbox"/> HEALTH CARE	<input type="checkbox"/> OTHER _____

**RETURN ADDRESS (REQUIRED ON EACH APPLICATION)**  
Complete your mailing label below  
Confidential Mail

AGENCY NAME Diocese of Jefferson City <hr/> ATTENTION Catholic Schools Office <hr/> ADDRESS P. O. Box 104900 <hr/> CITY, STATE, ZIP CODE Jefferson City, MO 65110	School: _____  Town: _____  ___ Teacher                      ___ Substitute ___ Other Staff                ___ Volunteer ___ Applicant                   ___ Coach
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The purpose of this form is to provide information available to child care agencies including volunteer agencies. The records you receive will be based on the search options you select. The Missouri State Highway Patrol will respond when you choose option 1 or 2. The Missouri Division of Family Services will respond when you choose option 1, 2, or 3. Direct questions regarding criminal records to the Missouri State Highway Patrol (573-526-6153); direct questions regarding child abuse or neglect to the Division of Family Services (573-526-1438, TT: 1-800-735-2466).

**The information on this form, and responses generated as a result of this form, are confidential. Any person disclosing the information in violation of 43.540, 589.400, RSMo. and /or 210.150 RSMo. is guilty of a class A misdemeanor.**

For information on how to participate in the Child Abuse/Neglect Central Registry examination program, submit a written request from the CEO, owner, director, etc. of your child care related group or organization to: **Director, Division of Family Services, P.O. Box 88, Jefferson City, MO 65103.**

**PROCESSING FEE SCHEDULE INFORMATION (43.527 AND 43.530 RSMo.)**

By checking boxes 1 thru 3 on the front page of this form, the following applies:

1. Name Search - \$5.00 Provides open records obtained from the Missouri Criminal Record Repository and information from Missouri Division of Family Services' Central Registry.
  - a) Complete the request form.
  - b) Make a check or money order for \$5.00 payable to "State of Missouri Criminal Records System."
  - c) Mail completed form and check or money order to: **Missouri State Highway Patrol, Criminal Records and Identification Division, P.O. Box 568, Jefferson City, MO 65102.**
  
2. Fingerprint Search - \$14.00 Provides open and closed records with positive identification obtained from the Missouri Criminal Records Repository and information from Missouri Division of Family Services' Central Registry.
  - a) Complete the request form.
  - b) Obtain fingerprints on: Applicant card FD-258 or Patrol card SHP-152. Official taking fingerprints must verify identity of person fingerprinted with an official id such as a driver's license and sign the card as the person taking the fingerprints. Complete the rest of the card as applicable.
  - c) Make a check or money order for \$14.00 payable to "State of Missouri Criminal Records System."
  - d) Mail completed forms and check or money order to: **Missouri State Highway Patrol, Criminal Records and Identification Division, P.O. Box 568, Jefferson City, MO 65102.**
  
3. DFS Central Registry Child Abuse Search Only - No Charge Provides information obtained from the Division of Family Services Central Registry only. The Division of Family Services (DFS) Central Registry screening will reflect information contained in the DFS database. Any questions about the accuracy of that information should be directed to the DFS office in the residential county of the applicant or the county of employment if the applicant is not a Missouri resident.
  - a) Complete the request form.
  - b) Mail completed form to: **Missouri Division of Family Services, Background Screening / Investigations Unit, P.O. Box 88, Jefferson City, MO 65103.**

**OPEN RECORDS** - convictions, charges pending, arrests less than thirty days old, and suspended imposition of sentence during probation.

**CLOSED RECORDS** - charges not filed, not prosecuted, dismissed, or subject found not guilty or suspended imposition of sentence after probation.

SPACE RESERVED FOR SHP/DFS RESPONSE STAMP

**DFS USE ONLY**

<input type="checkbox"/> FG <input type="checkbox"/> FH <input type="checkbox"/> RH <input type="checkbox"/> AD    (IF RH OR AD, MUST PROVIDE RELATIONSHIP) _____	
SIGNATURE OF DFS CSW	SIGNATURE OF COUNTY DIRECTOR
TELEPHONE	REQUESTING COUNTY