



Dear Employee,

The State of Alabama, Department of Human Resources, requires the employee to complete a Child Abuse/Neglect (CA/N) Central Registry Clearance form, for purposes of making employment decisions to any organization working directly with children.

Go to Alabama's Human Resources Services Agency Form at <https://dhr.alabama.gov/wp-content/uploads/2019/07/form1598.pdf>

- Print and complete form
- Please PRINT or TYPE, no cursive handwriting
- Use only BLUE or BLACK ink

Enter the following information in the top box

- Requesting Agency - **Compliance Specialist/Prince William County Schools**
- Mailing Address – **Prince William County Schools**  
**Attn: HR, Compliance Specialist**  
**14715 Bristow Road, Manassas, VA 20112**
- Telephone Number – **(703) 791-8958/8382**
- Email - [compliance@pwcs.edu](mailto:compliance@pwcs.edu)
- Check box – **Other** (please specify: **Employment**)

For remaining sections

- List your specific job/role with PWCS in the required field
- PRINT your Last, First, & Middle Name, Sex, Race, and DOB
- List your current mailing address
- List any Alias, Maiden or Prior Married Name(s), put N/A or None if this does not apply
- List Name & DOB of Spouse & Former Spouse(s), put N/A or None if this does not apply
- List Name & DOB of Children & Stepchildren, put N/A or None if this does not apply
- List Alabama counties where you have lived and/or worked

Bring this form, along with all completed documents, to your Employment Processing appointment with PWCS. We will witness and complete this form during that time. This form will be submitted to the Alabama Department of Human Resources on your behalf.

If you have any questions on this matter, please contact us directly at (703)791-8958/8382.

Sincerely,

Compliance Specialist  
Human Resources Department