



Dear Employee,

The state of Arkansas Department of Human Services requires the employee to complete a Request for Child Maltreatment Central Registry Check, for purposes of making employment decisions to any organization working directly with children.

This electronic form will be completed online by Compliance Specialist after your Employment Processing appointment

You will need to provide the following information on a separate piece of paper:

- First, Middle, and Last Name
- Maiden Name or Other Names used
- Social Security Number, Age, Race, Date of Birth, Phone Number, and Email Address
- Current Address, City, State, and Zip Code with number of years/months at current address
- Previous addresses for the last five years with years/months at addresses
- All children who have ever lived with you: First and Last Name, Date of Birth, Relationship, and Social Security Number.

Your form will be submitted to the Arkansas Department of Human Services 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