



Dear Employee,

The state of California, Department of Justice, requires the individual to complete the Child Abuse Central Index Self-Inquiry Request Form and Pursuant to California Penal Code section 11170(f), any person may request a self-inquiry of the Child Abuse Central Index (CACI) from the Department of Justice based upon required information.

Please open the following link and complete the form as instructed:

[BCIA 4056 Child Abuse Central Index Self Inquiry Request](#)

To make a self-inquiry:

1. Complete the form to the best of your knowledge.
2. Please bring the completed form to be notarized by one of our compliance specialists.
3. Our office will mail the completed form to:

**California Department of Justice
Bureau of Criminal Identification and Analysis
CACI Response Unit
P.O.Box 903387
Sacramento, CA 903387**

Please forward results to HRCompliance@pwcs.edu or you may deliver them to the Kelly Leadership Center at: 14715 Bristow Rd. Manassas, VA 20112 when the results are received. Pursuant regulation [PWCS 501-2](#), Pre-Employment background investigations of prospective employees are required.

If you have any questions on this matter, please contact us directly at HRCompliance@pwcs.edu.
Sincerely,

Compliance Department
PWCS Human Resources