



Dear Employee,

The State of Connecticut, Department of Children and Families, will conduct a search on the departments Central Registry and Child Abuse and Neglect history on an individual who will be working directly or indirectly with children and families.

Please open link and complete the form:

[DCF CPS Background Check - Connecticut Dept. of Children & Families](#)

To ensure the quality of the unit's search and to process the checks in a timely manner, please follow these guidelines:

- Enter your name in the Applicant Name blank
- In the check boxes listed, please select:
 - **Employment**
- Agency information must be clearly entered at the top of the forms
 - **Prince William County Public Schools**
 - **Attention: Compliance Department**
 - **Address: 14715 Bristow Rd. Suite 1200 Manassas, VA 20112**
- The form must contain applicant signature and be dated.
- Forms must be legible (printed/filled in on computer or typed).
- Forms **cannot** be altered (e.g., write-out, cross-out, form design changed without DCF approval, etc...).
- No blank spaces (if there is a section that does not apply, "N/A" must be entered).

Bring this form, along with all completed documents, to your Employment Processing appointment with PWCS. This form will be submitted to The State of Connecticut, Department of Children and Families on your behalf.

If you have any questions on this matter, please contact us directly at (703)791-8958/8382 or email compliance@pwcs.edu.

Compliance Specialist
Human Resources Department