



Dear Employee,

The District of Columbia (DC), Child and Family Services Agency, requires the employee to complete a request for a Child Protection Register Check (CPR Check) on Child Abuse & Neglect for purposes of making employment decisions to any organization working directly with children.

Please open link and complete this form:

[https://cfsa.dc.gov/sites/default/files/dc/sites/cfsa/publication/attachments/CPR\\_Application\\_Oct2021\\_General\\_FINAL.pdf](https://cfsa.dc.gov/sites/default/files/dc/sites/cfsa/publication/attachments/CPR_Application_Oct2021_General_FINAL.pdf)

- Please **TYPE**

Enter the following information in section I. “The Requestor completes this section”

- Check “New Request” (The applicant does not have a CPR clearance on file with this requestor”)  
Box
- Leave the expected start date Blank

Enter the following information in the “Request Purpose” section

- Requestor Type - Check “Employment suitability determination (employee/contractor/sub-contractor/volunteer/fellow/intern)”
- Contact Name/Title – Compliance Specialist, Human Resource
- Organization Name: Prince William County Schools
- Requestor Address – 14715 Bristow Road, Manassas, VA 20112
- Requestor Phone # – (703) 791-8958/8382
- Requestor Email - [compliance@pwcs.edu](mailto:compliance@pwcs.edu)

For the remaining sections:

- Write N/A in any box that does not apply to you
- TYPE your Last, First and Middle Name (no initials)
- Preferred Phone Number
- Your Email Address
- List your DOB, SSN and Gender
- List all Other Names you have used
- List all children born to you, as well as all persons living at the current address
- List all addresses for the last 5 years, starting from your present address. Include “from” and “to” dates when you lived at each address
- **Print, sign and date**
- Copy of Color Government Issued ID

Bring this form, along with all completed documents, to your Employment Processing appointment with PWCS. You will sign this form in blue ink at your appointment. This form will be submitted to the District of Columbia Child and Family Services Agency 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