



Dear Employee,

The state of Idaho, Department of Health and Welfare, requires the employee to complete the attached Child Protection Registry background screening, for purposes of making employment decisions to any organization working directly with children.

Please open link and complete this form as follows:

https://chu.dhw.idaho.gov/documents/Idaho_CP_Registry_Check_Request_Form.pdf

- Please PRINT or TYPE, no cursive handwriting
- Use only BLUE or BLACK ink
- PRINT your Last and First Name (No initials) in the space provided
- List your DOB & Sex in the spaces provided
- List any Maiden/Former/Alias names and your SSN in the spaces provided

Enter the following information under “RETURN RESULTS TO”

- Name – **Prince William County Schools Attn: HR, Compliance Specialist**
- Street/PO Box – **14715 Bristow Road**
- City/State/Zip – **Manassas, VA 20112**
- Telephone Number – **(703)791-8958/8382**
- Email - compliance@pwcs.edu
- Fax – **(703)791-8848**
- Check box – **Other** (please specify: **School Employment/Code of Virginia 22.1-296.4.**)

- Read the release of information statement
- **Signature and Notarization will be completed during your appointment**

Bring this form, along with all completed documents, to your Employment Processing appointment with PWCS. You will sign and date this form at your appointment. This form will be submitted to the Idaho Department of Health and Welfare 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