



Dear Employee,

The State of Massachusetts, Department of Children and Families, requires the employee to complete the Adam Walsh/Child Protective Services Background Request Form, for purposes of making employment decisions to any organization working directly with children.

Please open link:

[Massachusetts Dept. of Central Registry Record Requests](#)

- Check Purpose: Employment
- Fill in Requestor name and address –  
**Prince William County Schools**  
**14715 Bristow Road, Manassas, VA 20112**
- **Contact Person – Compliance Specialist**
- **Phone Number – 703-791-8958/8382**
- **Email – HRCompliance@pwcs.edu**
- Print applicant information
- List any aliases (including maiden name or other last names used i.e., previous married names)
- Print prior addresses for the last 5 years
- Complete and sign consent

Bring this form along with all completed documents to your Fingerprint Session with PWCS. We will collect and forward this form to The Commonwealth of Massachusetts Health and Human Services Department of Children and Families on your behalf.

If you have any questions on this matter, please contact the Compliance Office 703-791-8958/8382.

Sincerely,

Compliance Specialist  
Human Resources Department