



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:

<https://search.mass.gov/?q=adam%2Bwalsh%2Bform>

Click on **Adam Walsh/Child Protective Service (CPS) Background Record Request Form** and complete as follows:

- Print your name in the first blank
- **DO NOT** sign the form; a notary is required and will be provided during your Fingerprint Session
- Fill in agency/organization name and address –  
**Prince William County Schools, Compliance Specialist  
14715 Bristow Road, Manassas, VA 20112**
- Print your Last Name, First Name, and Middle Name
- List any aliases (including maiden name or other last names used i.e., previous married names)
- Print your date of birth, place of birth, last four digits of your Social Security Number, and your mother's maiden name.

Bring this form along with all completed documents to your Fingerprint Session with PWCS. We will collect and forward this form to the Massachusetts 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