



Dear Employee,

The State of Maryland, Child Protective Services Program Agency, requires the employee to complete a release of information/background clearance request form, for purposes of making employment decisions to any organization working directly with children.

- Go to Maryland's Human Services Agency at <http://dhr.maryland.gov/documents/Child%20Protective%20Services/1279A%20Background%20Clearance%20Form.pdf>
- Complete entire form online
- All information must be typed except for the signatures.
- In Part I A. check number 1, in Part I B. select the box for "School Personnel"
- In field Agency/ Individual Name enter PWCS, HR Office of Compliance,
- In field Name of Agency Representative enter Compliance Specialist, Room 1300
- In field Agency Address enter 14715 Bristow Road Manassas, VA 20112,
- In field Representative's Phone Number enter 703-791-8382,
- In field Representative's Email enter [compliance@pwcs.edu](mailto:compliance@pwcs.edu)
- Complete Part II with your information
- Print completed form

You will sign this form at your Fingerprint Session.

Bring this form, along with all completed documents, to your Fingerprint Session with PWCS. A notary will be available at this session to notarize your documents and forward to the Maryland Social Services Administration Child Protection Register on your behalf.

If you have any questions on this matter, please the Compliance Specialist directly at 703.791.8958/8382.

Sincerely,

Compliance Specialist  
Human Resources Department