



Dear Employee,

The state of North Dakota, Department of Human Services (NDDHS), requires the employee to complete the attached Request for Child Abuse and Neglect Background Inquiry form, SFN 433, for purposes of making employment decisions to any organization working directly with children.

Please open link, print this form and complete as follows:

<https://www.nd.gov/eforms/Doc/sfn00433.pdf>

Enter the following information into Part 1: Agency/Organization Information

- Agency/Organization - **Prince William County Schools**
- Contact Person – **HR, Compliance Specialist**
- Telephone Number – **(703)791-8958/8382**
- Address – **14715 Bristow Road, Manassas, VA 20112**
- City – **Manassas**
- State – **VA**
- Zip – **20112**
- Check Box – **Other (List): Employment in PWCS Public Schools**

- Initial both options to give permission for NDDHS to perform the Child Abuse and Neglect Background Inquiry as well as permission to provide the PWCS Compliance Specialist to receive the results of the inquiry.
- Print your Last Name, First Name, Full Middle Name (if you do not have a Middle Name, check the box provided), Social Security Number, and Date of Birth
- Enter your Full Name at Birth, Maiden Name or any former names you have gone by in the last ten (10) years. If there are none, check the box provided.
- Enter your Current Address to include street, city, state & zip code in the spaces provided
- Enter your Last North Dakota address
- Sign and date this form on the Signature line provided

Bring this form and all completed documents to your Fingerprint Session with PWCS. This form will be submitted to the North Dakota Department of Human Services located in Bismarck, ND on your behalf.

If you have any questions on this matter, please contact the Office of Compliance directly at: 703.791.8958/8382.

Sincerely,

Compliance Specialist, Human Resources Department