



Dear Employee,

The Nebraska Division of Children and Family Services requires the employee to complete a Nebraska Child Abuse and Neglect Central Registry (CAN Registry) form for the purposes of making employment decisions to any organizations working directly with children.

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

<http://public-dhhs.ne.gov/Forms/DisplayPDF.aspx?item=2975>

Under Organization/Business Information

- Check Box – **Business/Organization Check**
- Name – **Prince William County Schools**
- Portal ID – 82084388
  
- Print your first name, middle name, and last name
- Print your date of birth, age, and social security number
- Print your current address, city, state, and zip code
- Print your phone number
- Print any other names used such as maiden name, former married name, or nicknames for the last 20 years
- Provide all names and birthdates for your children and children who lived with you
- Provide all previous addresses at which you have resided in the past 20 years
- Signature and notarization will be completed during your fingerprint session

Bring this form, along with all completed documents, to your Fingerprint Session with PWCS. We will forward this form to the Nebraska Division of Children and Family Services on your behalf.

If you have any questions on this matter, please contact us directly at 703.791.8382/8958.

Sincerely,

Compliance Specialist  
Human Resources Department