



Dear Employee,

The state of New Hampshire, Department of Health and Human Services, requires the employee to complete the attached Central Registry Name Search Authorization Form 2500, 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.tn.gov/content/dam/tn/human-services/documents/NH\\_Form\\_2202.pdf](https://www.tn.gov/content/dam/tn/human-services/documents/NH_Form_2202.pdf)

- Please print your current legal full name: (First, Middle, and Last)
- Please print your Maiden Name (if applicable) or any other names you have used
- List your Birth Date including month, day, and year
- List your telephone number
- Enter your current mailing address
- Wait to sign and date on the corresponding signature line provided

Bring this form and all completed documents to your Fingerprint Session with PWCS. This form will be signed and notarized during your session and forwarded to the Division for Children, Youth, and Families of New Hampshire Central Registry on your behalf.

**Note:** A response from New Hampshire's Division for Children, Youth, and Families will be sent directly to **you**. (New Hampshire will not send a response directly to Prince William County Schools).

To complete your employment requirements with PWCS, you will need to **forward a copy** of the response directly to the Office of Compliance. You may fax the response to fax # 703.791.8848, Attn: Compliance Specialist, you may e-mail a copy to [compliance@pwcs.edu](mailto:compliance@pwcs.edu), or you may send a copy via the PWCS courier mail service.

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

Sincerely,

Compliance Specialist  
Human Resources Department