



Dear Employee,

The state of Nevada, Division of Child and Family Services, requires the employee to complete the attached Child Protection Services (CPS) Central Registry Check Information form, for purposes of making employment decisions to any organization working directly with children.

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

<https://dcfs.nv.gov/uploadedFiles/dcfsnv.gov/content/Forms/1607A-EmployerRequestforCentralRegistrySearch.pdf>

**Part I-** Employer Requesting Information (enter as follows):

- Print Name/Title of Person Requesting Data - **Compliance Specialist, HR**
- Employer/Agency Name – **Prince William County Schools**
- Email - [compliance@pwcs.edu](mailto:compliance@pwcs.edu)
- Phone Number- 703-791-8382/8958
- Business Address – **14715 Bristow Road, Manassas, VA 20112**

**Employer reason for request:**

- Check Box: **Schools/Public and private**

**Part II** – Identifying Information:

- List your **Full** Legal Name including middle name, if applicable
- Date of Birth and Social Security Number
- List your Maiden Name and/or Alias name(s) in the spaces provided (Enter N/A if none)
- Check box for Gender/Sex (Male or Female)
- List Personal Email Address
- List Current Physical Address
- List full names of all children in the family or in the home including Date of Birth and Social Security Numbers

**Part III** – To be completed by Compliance Specialist during your processing appointment

- You will sign this form at your appointment. Notary will be provided.
- **Nevada also requests a photo identification copy to be included with applicant's form**

Bring this form to your Fingerprint Session with PWCS. This form will be submitted to the Nevada Division of Child & Family Services on your behalf.

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