



Dear Employee,

The state of Ohio, Department of Job and Family Services, Office of Families and Children, requires the employee to complete a history search of Ohio's Statewide Child Welfare Information System (SACWIS) Alleged Perpetrator Search (OSAPS), for the purposes of making employment decisions to any organization working directly with children.

This form will be completed online by Compliance Specialist AFTER your employment processing appointment.

You will need to provide the following on a separate piece of paper:

- Legal Name: First, Middle, and Last
- Date of Birth, SSN, Race, and Gender
- Phone Number and E-mail Address
- Current Address
- Addresses where you have lived for the past 10 years
- Full Names to include First, Middle, and Last and DOB of all children including adult children not living with you
- Relationship of children to you (son, daughter, stepson, stepdaughter, etc.)

You must bring your Social Security Card and one of the following: Driver's License/State Identification Card/US Passport/Birth Certificate. This is required to be uploaded to the form for the state of Ohio Department of Job and Family Services to verify your identity and Social Security Number to complete the search.

Please complete and print the consent form on page 2, to bring with you during your processing appointment.

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



Consent/Release of Information Authorization Form For Ohio Department of Job and Family Services

Full Legal Name: _____

Alias(es) or previous names: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Social Security Number: _____ - _____ - _____ DOB: ____/____/____

I hereby give consent for Prince William County Public Schools to conduct a search of the Central Registry on Child Abuse and Neglect for my name as required by VA Code 22.1-296.4 for the purposes of employment within a school division. I authorize ODJFS to release the search results directly to Prince William County Public Schools. Prince William County Public Schools will conduct the search through Ohio's SACWIS AllegedPerpetrator Search (OSAPS) for all staff offered a position within the school division including but not limited to employees, volunteers, and interns who have lived in the state of Ohio within the last five years in accordance with VA Code 22.1-296.4 requirement.

OSAPS will return the results letter for each search electronically to Yomara Saravia and Kara Ashcraft, the contact persons for the Office of Compliance for Prince William County Schools: compliance@pwcs.edu

My signature below indicates that I have read the above statements and understand the nature of the search to be conducted. I have been given ample opportunity to answer questions and I am competent to consent to the search being completed.

Signature of Individual Being Searched

Date