



Dear Employee,

The state of South Carolina, Department of Social Services, requires the employee to complete the attached Consent to Release 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://dss.sc.gov/media/2265/dss-form-3072-oct-19.pdf>

- Please PRINT or TYPE, no cursive handwriting
- Use only BLUE or BLACK ink

Section I. Purpose for Request

- Check Box – **B. I am requesting a search ONLY**
- For the purpose of (Add) **Employment**

Section II. Mail Results To:

- **Prince William County Schools**
Attn: HR, Compliance Specialist-Rm1300
14715 Bristow Road
Manassas, VA 20112
- Telephone Number – **(703)791-8958/8382**

Section III. Central Registry Check Fees:

- Check Box – **Schools.....\$8.00**
- Prince William County Schools will pay the \$8 processing fee on your behalf to the state of South Carolina, Department of Social Services.

Section IV.

- Print your First Name, Middle Name, & Last Name (No initials)
- List your DOB, Sex & Race in the spaces provided for each
- List any other names used to include alias or maiden name; or N/A if none
- List your name change information if applicable, or N/A if none
- List your place of birth
- List your SSN
- List your current address to include street, city, state & zip code
- List other addresses, states, countries where you have resided in for the past 7 years

Bring this form and all completed documents to your Employment Processing appointment with PWCS. **You will sign and date this form at your appointment.** This form will be submitted to the South Carolina Department of Social 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