



Dear Employee,

The state of Texas, Department of Family and Protective Services, requires the employee to complete a Request for Child Abuse/Neglect Central Registry form, for the purposes of making employment decisions to any organization working directly with children.

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

[http://www.dfps.state.tx.us/Background\\_Checks/](http://www.dfps.state.tx.us/Background_Checks/)

Then click the link for **Form 2970 Request for Child Abuse/Neglect Central Registry Check pdf**

- Please PRINT; no cursive handwriting
- Use BLUE or BLACK ink only
- For Section 2: Purpose of Central Registry Check
  - Select box – **Employment/Volunteer**
  - Name of employer/agency – **Prince William County Schools**
- List your First, Middle (no initials), and Last Name; check box if no middle name
- List any other names used including maiden name, married names, or aliases
- List your current mailing address
- List your SSN, DOB, Gender, and Telephone Number
- Select an option for Ethnicity and Race as indicated
- List ALL place(s) you have resided in Texas
- Indicate how you would like to receive a copy of the results

Bring this form and all completed documents to your Employment Processing appointment. You will sign and date the form at your appointment. A notary will be provided. This form will be submitted to the Texas Department of Family and Protective Services on your behalf.

**Note:** A response from the state of Texas Central Registry will be sent directly to **you** according to your preferred method of choice as indicated. (Texas **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 Compliance Office: **email: [compliance@pwcs.edu](mailto:compliance@pwcs.edu) or fax: 703-791-8848 or mail: PWCS-HR Compliance Specialist-Rm 1300 14715 Bristow Rd. Manassas VA 20112**

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