



Dear Employee,

The state of Utah Division of Child and Family Services, requires the employee to complete the attached Utah Child Abuse Central Registry Request 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.utah.gov/wp-content/uploads/2019/02/CHILD-ABUSE-CHECK-CONSENT-FORM.pdf>

- Print your First Name, Middle Name (no initials), and Last Name in the spaces provided on the form. If no middle name please indicate N/A.
- List former and other names used to include: Married Name(s), Maiden Name, Aliases, Former Middle Name, Initials, Nickname, etc.
- Enter your Date of Birth, Social Security Number, Telephone Number, and E-mail Address in the spaces provided on the form for each.
- Print your current home address to include the City, State, and Zip Code.
- Return Results to:
 - Name – **Compliance Specialist, HR**
 - Agency – **Prince William County Schools**
 - Check Box – **Email Address – compliance@pwcs.edu**
- Under Reason for Request:
 - Check Box – **Employment/Volunteer**
 - Agency/Organization – **Prince William County Schools**
- Sign and date the form.
- Utah also requires a copy of photo identification to accompany this form (valid driver's license, state identification card, or passport ID). Please include a copy of one of these forms of identification to provide to the state of Utah for processing your background screening.

Bring this form and all completed documents to your Fingerprint Session with PWCS. This form will be submitted to the Utah Division of Child and Family Services on your behalf.

If you have any questions on this matter, please contact the PWCS Office of Compliance directly at 703.791.8958/8382

Sincerely,

Compliance Specialist
Human Resources Department