



Dear Employee,

The state of Vermont, Department of Children and Families, requires the employee to complete the attached Request for a Child Protection Registry Check authorization 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://outside.vermont.gov/dept/DCF/Shared%20Documents/Registries/CPR-Selfcheck.pdf>

- Please PRINT, no cursive handwriting
- Use BLUE or BLACK ink
- List First, Middle, and Last name
- List Current Address (no PO BOX) to include city, county, state, and zip code
- List DOB, mark box for Gender, and List SSN
- List any other names used to include maiden, aliases, other married, and other middle names
- List all previous addresses in Vermont
- List any previous findings or substantiations by a child protection agency

Bring this form and all completed documents to your Employment Processing appointment. You will sign and date this form at your appointment. A notary will be provided. This form will be forwarded to the Vermont Department of Children and Families 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  
Prince William County Schools