



Prince William County

PUBLIC SCHOOLS

Providing A World-Class Education

Office of Compliance P.O. Box 389 Manassas, VA 20108 Phone: 703.791.8382 Fax: 703.791.8848

Dear Employee,

The state of Wyoming, Department of Family Services requires the employee to complete the attached Child Abuse/Neglect Central Registry background screening form for purposes of making employment decisions to any organization working directly with children.

Please, open link, print, and complete legibly in ink Page 1 & 2 as follows:

<https://dfs.wyo.gov/about/central-registry/>

Then click on **Employer, Self or Adoption Agency SS-26**

- In the middle of Page 1, “Name of person being screened” field, provide your full legal name: First, Middle and Last (no initials)
- Organization requesting check – **Prince William County Schools**
- Contact person for requesting organization - **HR, Compliance Specialist**
- Mailing Address – **14715 Bristow Road City – Manassas State – VA Zip – 20112**
- Phone – **(703)791-8958/8382**
- Organization Email - compliance@pwcs.edu

- On Page 2, Enter your Full Legal Name in the space provided (First, Middle, and Last).
- Enter your Maiden Name, enter N/A if not applicable.
- Enter any other last names from previous marriages, enter N/A if not applicable.
- Enter any Aliases or Nicknames, enter N/A if not applicable.
- Enter your SSN, full Date of Birth, and Gender.
- Provide your Current Physical Home Address to include the City, State, Zip Code, and Phone# in the spaces provided.
- List All Addresses you have resided for the past five (5) years.
- Provide a “Voluntary” list of names of your children (This assures accuracy of the screen)
- Sign and date the form.
- Wyoming also requires a copy of photo identification to accompany this form (valid driver’s license, state identification card, or passport ID) for processing your background screening

Bring this form and all completed documents to your Fingerprint Session with PWCS. This form will be submitted, and \$10 fee paid to the Wyoming Department of Family Services on your behalf by Prince William County Schools.

If you have any questions on this matter, please contact me directly at 703-791-8382/8958.

Sincerely,

Compliance Specialist
Prince William County Public Schools