

Child Abuse/Neglect Central Registry

- **PPS 1011 Release of Information** - Verifying each form is complete prior to submitting it to the Central Registry unit. **Each blank must be filled out or marked as “not applicable”**. For example, the maiden name for females over 18 must be listed or marked N/A).
Verifying the provided information is legible. Prior to sending the completed release review the information. If a number or letter is not clear, please note the correct name, DOB or SSN on the form. These practices will prevent delays due to forms being returned to the requesting agency for clarification.
- **Completing the form (PPS1011)** – The information may be typed with the **exception of the signature and the date signed**. The individual may check the box indicating their permission for information to be released to the employer each year that they are employed. If not noted on the form, a new release must be completed by the employee each year.
- **Payment of fees/Availability of funds** – Requests for Child Registry checks must include the appropriate payment (\$10 per individual). If sending requests by postal mail include the check or money order. Requests sent from pre-pay account holders by email will be returned to sender if the necessary funds are not available in their account.
- **Receiving releases by email** – **Only pre-pay account holder may send releases and receive results electronically**. Always include the FEIN# of the agency on the release form or in the body of the email when sending electronically. Whenever possible, scan and send releases in batches rather than one at a time.
- **Allowing time for the completion of processing** – Allow a minimum of 10-14 days for the return of completed releases by postal mail or 5-7 days for the return of completed releases by email.
- **Completed Registry checks** – When the individual is not listed on the Child Abuse/Neglect Central Registry, the PPS 1011 Release of Information will be date stamped as “Not Listed”. If an individual is listed on the Central Registry as a substantiated perpetrator of abuse/neglect to a child, a letter will be sent to the contact person of the requesting agency or employer. The letter will include contact information about requesting an expungement.
- **Legibility of scanned releases** – When scanning release forms, it is critical that the clarity of the form being sent is high. Scanning forms, which are blurred or unusually dark, will be returned if the requested information is not legible.
- **Request Only Once** – Requesting the background check just once will avoid duplicate requests that can slow down the receipt of results.
- **Questions** – Please send your questions to DCF.CentralRegistry@ks.gov