

Out of State Child Abuse and Neglect Searches for Child Day Program

Anyone who has lived in another state in the past five years is required to request a check of the child abuse and neglect registry for **each** state they have lived in the past five years.

- Applicants and agents for licensure, approval, and registration must request an out of state check when they initially apply for a license, approval, or registration.
- Employees, volunteers, and household members need to request an out of state check within 30 days of hire, beginning volunteer service, or becoming a resident.

If you are required to have a background check and have lived in another state in the past five years, you must request a search of the child abuse and neglect registry for each state lived in.

How to find the State Contact list

From the DSS/Child Care/Background Investigations webpage: select the **Other States - Request for Search of the CPS Central Registry**

That link will take you to the California Department of Social Services **Adam Walsh State Contacts for Child Abuse Registries**. This list includes contact information and a brief description of what is needed and how to request a search of the child abuse and neglect in other states.

Find the state(s) you lived in the past five years

Make sure to read and follow the instructions because each state has a different way to request a search. Some states have a specific form that must be filled out. Other states require a letter requesting the information. Some states have fees and others do not. The way requests are received also varies from state to state. Some states only accept emails. Other states only accept mailed requests. **Make sure to read and follow the instructions.** If you have questions, contact the person listed under Contact Information for the state you lived in.

Evidence of the request

Licensing inspectors will be looking for evidence during inspections that the out of state request of a search of the child abuse and neglect registry has been sent. If results are not received within 45 days, you must follow up with the state.

Evidence may include:

- Copy of a letter, email, or fax sent requesting a search
- Copy of the state's form used to request a search
- Any response received from another state confirming receipt of the request
- Copy of a letter, email, or fax sent to follow up on a search request
- Copy of the state's decision not to search or not to release results