

REQUEST FOR A SEARCH OF
OHIO'S CENTRAL REGISTRY ON CHILD ABUSE AND NEGLECT

Please conduct a search of the Central Registry on Child Abuse and Neglect for my name. This information will be used for the purposes of (check ✓):

Adoption/Foster Parenting Volunteer Work Employment Other _____

<p><u>Applicant #1</u></p> <p>Full Name: _____ (Including maiden name, if applicable)</p> <p>Date of Birth: _____</p> <p>Social Security #: _____</p> <p>Signature _____</p> <p>Copies of <u>two</u> (check ✓ <u>2</u>) forms of identification are attached, one of which contains my Social Security number:</p> <p><input type="checkbox"/> Driver license <input type="checkbox"/> Social Security card <input type="checkbox"/> Birth Certificate <input type="checkbox"/> United States Visa</p>	<p><u>Applicant #2</u></p> <p>Full Name: _____ (Including maiden name, if applicable)</p> <p>Date of Birth: _____</p> <p>Social Security #: _____</p> <p>Signature _____</p> <p>Copies of <u>two</u> (check ✓ <u>2</u>) forms of identification are attached, one of which contains my Social Security number:</p> <p><input type="checkbox"/> Driver license <input type="checkbox"/> Social Security card <input type="checkbox"/> Birth Certificate <input type="checkbox"/> United States Visa</p>
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INSTEAD OF PROVIDING TWO FORMS OF IDENTIFICATION, THIS FORM MAY BE NOTARIZED.

This request is notarized in lieu of submitting two forms of identification.

HOME ADDRESS _____
CITY _____ STATE _____ ZIP CODE _____

PREVIOUS ADDRESS IN OHIO _____
CITY _____ STATE _____ ZIP CODE _____

Subscribed and affirmed before me according to law this _____ day of _____, 20____
at _____, County of _____ and State of _____.
(City)

_____ Notary

Mail request to **Central Registry; Bureau of Protection Services, PO Box 183204, Columbus, OH, 43218-3204**. The street address is 4200 East Fifth Avenue, 2nd floor, Columbus, OH, 43219. Questions about the Central Registry may be directed to 614-752-1298 or e-mail Barbara Parker at barbara.parker@jfs.ohio.gov or Janice Blue at janice.blue@jfs.ohio.gov



PROCEDURES FOR AN INDIVIDUAL TO REQUEST A SEARCH OF OHIO'S CENTRAL REGISTRY ON CHILD ABUSE AND NEGLECT

Ohio Revised Code 1347 allows an individual to request and receive information about the status of his or her name on Ohio's Central Registry on Child Abuse & Neglect.

A request for a search of the Central Registry must be made in writing and include the following:

- Full name, including maiden name or other names used, if applicable.
- Date of birth.
- Social Security Number.
- Home Address - Results of a Central Registry search are mailed to the individual requesting at their home address, not to an agency that requires the individual to obtain a search.
- Requester's original signature - requests cannot be faxed or e-mailed.
- The request must EITHER be notarized or the request must be accompanied by copies of two forms of appropriate identification.
- Appropriate forms of identification include: driver license, Social Security card, birth certificate, or United States Visa. Note: At least one of the forms of identification submitted must contain the individual's Social Security Number.
- The request should be mailed to Central Registry, PO Box 183204, Columbus, OH, 43218-3204. The address for express delivery is Central Registry, 4200 E Fifth Ave, Columbus, OH 43219.

Requests containing incomplete information are returned with a self-addressed envelope advising the additional information required to initiate a central registry search.

An individual may use the attached form to request central registry searches. Use of this form is not required so long as all of the above information is included in the request.

Please see <http://jfs.ohio.gov/ocf/CentralRegistry1.stm> for responses to Frequently Asked Questions about Ohio's Central Registry.

For more information call 614-752-1298 or e-mail Barbara Parker at barbara.parker@jfs.ohio.gov or janice.blue@jfs.ohio.gov.

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6/2013