



REQUEST FOR CHILD ABUSE/NEGLECT CENTRAL REGISTRY CHECK

To work with Texas CASA in any capacity (employee, intern, volunteer, or contractor), you must agree to and clear a background check through the Central Registry of the Texas Department of Family and Protective Services (DFPS).

Below is information from DFPS about the Central Registry:

As required by Texas Family Code §261.002, DFPS maintains a central registry of reported cases of child abuse and neglect. The DFPS Central Registry includes information gathered during Child Protective Services (CPS), Child Care Licensing (CCL), and Adult Protective Services (APS) facility investigations of child abuse and neglect that resulted in a disposition of “reason to believe” for CPS and CCL cases or “confirmed and validated” for APS cases. (Findings of abuse, neglect, or exploitation of an adult victim are not included in the Central Registry.)

You will not clear the Central Registry if you:

- Have the role of designated perpetrator or sustained perpetrator in an investigation included in the registry; or
- Are involved as an alleged perpetrator in an open child abuse or neglect investigation included in the registry. A new Central Registry check may be requested at the conclusion of the investigation to determine if you were designated as a perpetrator of child abuse or neglect.

As the subject of the request, you have the right to receive the results of this check and to share them with any third party.

Please complete the *DFPS Background Check Information Collection Form* in its entirety and return it to the Texas CASA Finance and Business Operations Director. If you will have access to DFPS Case Connection (an online tool that lets select people view and download summary reports and data on specific children involved with Child Protective Services), please sign the *DFPS Security Agreement* on the form as well. If you are not sure whether you will have access to Case Connection, please ask your Texas CASA supervisor.

The background check typically takes 2-3 weeks to process. If you include your email address on the form, the background check results will be emailed to you directly as well.

DFPS Background Check: Information Collection Form for CASA Employees / Volunteers

*First Name		Middle Name	*Last Name	
Other names or spellings used (married, maiden, alias, etc.) – (First, Middle, Last)				
*Residence Street Address				
*City		*County	*State TX	*Zip Code
*Residence Telephone Number		Alternate Telephone Number		
*Date of Birth (mm/dd/yy)		*Gender : <input type="checkbox"/> Male - <input type="checkbox"/> Female	*SSN (xxx-xx-xxxx)	
*Race (check all applicable) <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Am Indian/AK Native <input type="checkbox"/> Nat Hawaii/Pac Island <input type="checkbox"/> Unable to Determine (or, none of the above)			*Ethnicity (check one, only) <input type="checkbox"/> Hispanic <input type="checkbox"/> Not Hispanic <input type="checkbox"/> Unable to Determine	
List other places you have resided (for a minimum of the past 5 years) (Street, City, State, Zip Code, County)				
Eligible for Case Connection: Yes <input type="checkbox"/> No <input type="checkbox"/>				
*Email Address of the Subject of the Background Check:				

I am the person listed above and the information I provided is true and correct. I grant permission to the CASA program to request a Texas Abuse and Neglect background check through the Texas Department of Family and Protective Services on my behalf.

Signature: _____ Date of Consent: _____

DFPS Security Agreement for CASA Employees / Volunteers

This agreement is for individuals who are not employees of the Texas Department of Family and Protective Services (DFPS), but who will be provided confidential information as part of a project, contract, or agreement between DFPS and the organization the individual represents.

I understand and acknowledge that information made available to me by the Department of Family and Protective Services contains data that is considered confidential under law. I will use this information with discretion in performing my duties and responsibilities as a CASA Staff or volunteer and will disclose this information to other individuals only to the extent that it is specifically authorized under the contract or agreement in place between my organization and DFPS. If at any time a question or problem arises with regard to the release of information, I will not release the information until I am so authorized. Under no circumstances will I access or release confidential information for any purpose other than in the performance of my duties and responsibilities as a CASA staff or volunteer as they relate to the contract or agreement with DFPS. I understand that if I use this information in an unauthorized manner, I may be subject to prosecution under one or more applicable statutes and will no longer be allowed access to the information provided to my organization.

If I am eligible for access to Case Connection, I acknowledge that I have read and understand the DFPS Security Requirements provided to me as part of this security agreement.

Signature

Date