

**State of Nevada - Division of Child and Family Services  
EMPLOYER REQUEST FOR CHILD ABUSE & NEGLECT CENTRAL REGISTRY  
INFORMATION**

NRS 432.100-130, NRS 432B and NAC 432B.170

Information about substantiated child abuse and neglect reports in the Central Registry may be requested in accordance with NRS 432.100. This form authorizes the Division of Child and Family Services to inform the employer or agency requesting the information whether the person who is the subject of the background check has been found to have abused or neglected a child.

**Instructions:** The person who the subject of the background check must complete this form with the employer to ensure the form is completed in its entirety. The form must include the person's complete name (include any other names used, e.g. maiden name, alias, etc.), date of birth, and Social Security Number (SSN). This form must be either signed and notarized or be signed with a copy of the Photo ID attached (in lieu of notary). This decision is at the discretion of the requesting employer/agency who is responsible to verify the identity of the individual with their Photo ID or require the individual to obtain the notarization.

**Email the request form to:** [DCFS-CANS@dcfs.nv.gov](mailto:DCFS-CANS@dcfs.nv.gov) (Include the word "Secure" in the email subject line to protect the information in the email).

If you do not receive a response after 15 business days, please email [DCFS-CANS@dcfs.nv.gov](mailto:DCFS-CANS@dcfs.nv.gov).

**PART I. EMPLOYER REQUESTING INFORMATION (completed by employer/agency)**

I am an employer and request information in accordance with subsection 3 of NRS 432.100.

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Print Name/Title of Person Requesting Data	Date	Signature
Employer/Agency Name	Email	Phone Number
Business Address		

**Employer reason for request:**

Release to an agency/individual related to:

- Childcare related employment       Elder care related employment       CASA  
 Schools/public and private       Other (explain): \_\_\_\_\_

**PART II. IDENTIFYING INFORMATION**  
**(completed by individual(s) for whom information is being requested)**

**List all adults age 18 and over for whom information is being requested**

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Name (Adult #1)	Date of Birth	Social Security Number
		<input type="checkbox"/> Male <input type="checkbox"/> Female
Alias/Maiden Name(s) used	Gender/Sex	
Email		
Address		

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Name (Adult #2)	Date of Birth	Social Security Number
		<input type="checkbox"/> Male <input type="checkbox"/> Female
Alias/Maiden Name(s) used	Gender/Sex	
Email		
Address		

**Children in family or home**

Name	Any other name(s) used	Date of Birth	Social Security Number

**PART III. AUTHORIZATION TO RELEASE INFORMATION**  
**(completed by individual(s) for whom information is being requested)**

Pursuant to Nevada Revised Statutes 432B and NRS 432.100-.130, pertaining to confidentiality of Child Protective Services records and the Child Abuse and Neglect Central Registry, I hereby authorize the Nevada Division of Child and Family Services to disclose information regarding substantiated reports of abuse or neglect to:

(Name of employer/agency) \_\_\_\_\_ about a finding of a substantiated report of abuse or neglect in the Central Registry.

If a Central Registry record is found, you will also receive the results of this request. Indicate preferred method to receive results: Adult #1:  Email  Address      Adult #2:  Email  Address

**SIGNATURE AND IDENTIFICATION VERIFICATION**

This form must be either be signed and notarized or be signed with a copy of the Photo ID attached (in lieu of notary). This decision is at the discretion of the requesting employer/agency who is responsible to verify the identity of the individual with their Photo ID or require the individual to obtain the notarization.

Print Name (Adult #1)	Signature	Date
Print Name (Adult #2)	Signature	Date
STATE OF _____)		
COUNTY OF _____)		
This instrument was acknowledged before me on (date) _____ by:		
Printed Name of Individual	Notary Public	
(Notary Stamp)		

**(FOR DCFS CENTRAL OFFICE USE ONLY)**

**No Record Found**

**Central Registry Record Found:**

**A report of  ABUSE and/or  NEGLECT was substantiated on \_\_\_\_\_.**

**\*Please be aware that the person(s) in this report may still have the right to appeal these substantiations and they will be provided separate instructions on how to inquire about their appeal rights.**

Print Name/Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_