



The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Children and Families

Office of the General Counsel

Background Record Check Unit

2 Boylston Street, 5th floor

Boston, MA 02111

Department Central Registry Record Requests Information

and Instructions:

An individual may allow potential or current employers, professional licensing entities and others to access their Massachusetts Department of Children and Families (Department) records by requesting a check of the Department's Central Registry.

The Department's Central Registry check will show whether an individual has any supported report(s) of child abuse and/or neglect within Massachusetts. The Department's Central Registry check does not include unsupported reports, reports with a finding of substantiated concern, or reports where the named individual was reported as an alleged victim of child abuse and/or neglect.

To request a Central Registry check, the individual must fill out the "Applicant/Employee" sections on page 1 of the form, including providing a signature to consent to sharing the results of the Central Registry check with the organization or person that is requesting it. As part of this consent, the applicant's/employee's identity must be verified by a staff member of the requestor and that staff member must sign the certification on page 2.

Please note: State child welfare agencies and/or law enforcement agencies may request a check of the Department's Central Registry by submitting the request from an official government email address or by mailing or faxing a written signed request on the agency's official letterhead using the contact information below.

Completed requests may be submitted by email, fax or mail to:

Scan/email: MA.CPS.CHECK@Mass.Gov

Mail: Massachusetts Department of Children and Families
Attn: Background Record Check Unit
2 Boylston Street, 5th Floor
Boston MA 02111

Fax: 857-338-3045

For questions, please contact the Department of Children and Families Background Record Check Unit at 857338-3030.



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Department Central Registry Record Request for
Child Placement, Employment or Licensure

Purpose: ☒ Employment ☐ Licensing ☐ Other (Please Explain): _____

Requestor Information:

Easthampton Public Schools

Requestor Name

50 Payson Avenue, 2nd Floor Easthampton, MA 01027

Requestor Address

Suzanne Colby

413.529.1500 ex. 121

scolby@epsd.us

Contact Person Name (if different from above)

Phone Number

Email Address

Applicant/Employee Information:

Last Name

First Name

Middle Name

Date of Birth

Place of Birth

Last 4 Digits of Social Security Number

Mother's Maiden Name

Applicant/Employee Phone Number

Applicant/Employee Email Address

All Prior First, Middle, Last Names or Nicknames Used:

Current Home Address and Any Prior Addresses in the Past 5 Years:

Street Address

City, State and Zip Code

Street Address

City, State and Zip Code

Street Address

City, State and Zip Code

Applicant/Employee Consent:

I, _____, (Applicant/Employee Name) authorize the Department of Children and Families to:

- search its Central Registry of Child Abuse/Neglect to determine if there are any supported reports of child abuse and/or neglect involving me and inform the requestor of the result; and
- if there are any supported reports involving me, provide copies of the reports to the requestor.

I certify that the information above is correct.

Signature

Date

Requestor Certification:

I, Suzanne Colby, (Name of Staff Member/Requestor), certify that the applicant/employee named on page 1 has provided proof of their identity and that the applicant/employee information above is correct to the best of my knowledge based on the proof of identity provided.

I understand that the Department will search its Central Registry based on the information provided by the applicant/employee and that search results will be limited to exact matches to the provided information.

I request that the results of this Central Registry Check are returned by: ☒ Secure Email or ☐ Mail

Suzanne Colby
Staff Signature

Date

Department of Children and Families Official Use Only:

☐ Supported Report(s) have been found in Massachusetts involving the above-named individual based on an exact match of the information provided on the request form. Copies of all supported reports are attached.

☐ No Record of supported reports has been found in Massachusetts involving the above-named individual.

Signature

Date