

Wyoming Adult and Child Abuse Registry Release Instructions

To run a Child or Adult Abuse Registry check in the state of Wyoming, please follow the steps listed below.

A special state release form must be completed by the subject of the search. This search is performed by the Department of Family Services.

Required Information

1st Page:

- Name of person being screened (applicant)
- On behalf of employer (client name)

2nd Page:

- Legal Name (First, Middle, Last)
- Maiden Name
- Former Married Names
- Aliases or Nicknames
- Social Security Number
- Date of Birth
- Gender box
- Current Address
- List All Addresses for the past five (5) years
- Applicant signs and dates form (Wet Signature)

Note: Original form needs to be mailed to the Castle Rock office.

**Global Screening Solutions
4833 Front St B448
Castle Rock CO 80104**

Note: The state does not require a separate release for multiple alias names, they can be provided on one release. However, all alias names must be provided on the release at the time of submission. If any other names are located via additional resources and were not included on the original form, a separate release will be required.

APPLICATION FOR CHILD & ADULT ABUSE/NEGLECT CENTRAL REGISTRY SCREEN

Background checks on volunteers, prospective employees, or an employee who has or may have unsupervised access to minors or vulnerable adults may be screened. Note: According to W.S. 14-3-214, "the applicant shall use the information received only for screening prospective employees and volunteers."

Instructions:

- 1) Complete page one and page two of this form **in ink** ensuring the Authorization of Release of Information is signed and dated by the person being screened.
- 2) Verify SSN and DOB with a driver's license or other means of identification and obtain a copy **for your records**.
- 3) Authorization is only valid for sixty (60) days from the date signed.
- 4) **A ten dollar (\$10) fee is required for each individual screened.** Include a check or money order made payable to State of Wyoming. **DO NOT SEND CASH.**
- 5) **Submit an envelope addressed to the Organization requesting the check with the request.** Postage is not required but is appreciated.
- 6) Incomplete forms and requests not accompanied by a check or money order will be returned unprocessed.
- 7) **Only applications with original signatures will be accepted. Electronic signatures, scanned or faxed copies are not accepted.**
- 8) The SS-26 Form will be returned to the agency requesting the screen when it is complete.
- 9) By including an email, you acknowledge The Department of Family Services may send you results electronically, and agree to abide by all confidentiality laws regarding Central Registry data. The original will follow by mail.
- 10) Areas marked by an asterisks (*) are required fields.

Mail application to:

Department of Family Services
Central Registry
2300 Capitol Ave, 3rd Floor
Cheyenne, WY 82002

Note: Central Registry screens are specific to the State of Wyoming.

To be Completed by Organization/Facility (Print clearly)

Name of person being screened: _____

*Organization/Agent requesting check: Global Screening Solutions

*On behalf of employer: _____

*Contact person for requesting organization: Alex Smith

*Mailing Address: 4833 Front St ,B448

*City: Castle Rock *State: CO *Zip: 80104

*Phone: (866) 454-2325

Organization Email (optional): customerservice@global-screeningsolutions.com

For Central Registry Use only

Date Completed _____ Reference Number _____

Check Number _____ Money Order Number _____

Person being screened listed on the DFS Abuse/Neglect Central Registry? YES NO

Central Registry Specialist initials _____ DB _____

**AUTHORIZATION OF RELEASE
OF CHILD & ADULT ABUSE/NEGLECT CENTRAL REGISTRY INFORMATION**

To Be Completed by Person Being Screened (Please type or print legibly in ink.)

I hereby authorize the Wyoming Department of Family Services to conduct a Wyoming Central Registry Record Search to check for abuse, neglect and exploitation of children or vulnerable adults. I agree to provide the following information and any other information needed to initiate the background check. I understand that any falsification of information or substantiated abuse or neglect activities may be the grounds for termination of employment.

*Legal Name (First, Middle, Last) _____

*Maiden Name _____

*Former Married Names _____

*Aliases or Nicknames _____

*Social Security Number _____

*Date of Birth _____

*Gender: Male Female

*Current Address _____

*City _____ *State _____ *Zip _____ *Phone _____

*List All Addresses for the past five (5) years

“Voluntarily” List Names of Your Children (This information assures accuracy of the screen)

If you do not agree to electronic submission of results to the email address listed on page 1 please opt out by initialing here. _____

I hereby authorize the results of this check be provided to the Organization/Agency identified on Page 1 of this form. If this application is being made as a requirement of a child placing agency, therapeutic foster care, and/or an adoption agency, I hereby authorize the requesting agency to provide the results of this check to the Department of Family Services.

***Signature of Person Being Screened**

***Date Valid for 60 Days**

*Pursuant to W.S. 14-3-214(f) and W.S. 35-20-116(a), any organization receiving a report that a prospective employee/volunteer is “under investigation”, shall be notified of the final determination of that investigation. A second screen result will be sent to the Organization on Page 1 when a final determination is made in these cases.