

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

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

HOME ADDRESS _____
CITY _____ STATE _____ ZIP CODE _____

Subscribed and affirmed before me according to law this \_\_\_\_\_ day of \_\_\_\_\_, 2009  
 at \_\_\_\_\_, County of \_\_\_\_\_ and State of Ohio.  
(City)

\_\_\_\_\_ Notary

Mail request to **Central Registry; Bureau of Family Services, PO Box 182709, Columbus, OH, 43218-2709**. The street address is 50 West Town Street, 6<sup>th</sup> floor, Columbus, OH, 43215. Questions about the Central Registry may be directed to Barbara Parker, 614-752-1298 or [barbara.parker@jfs.ohio.gov](mailto:barbara.parker@jfs.ohio.gov).



Department of  
Job and Family Services

Ted Strickland, Governor  
Douglas E. Lumpkin, Director

PROCEDURES FOR AN INDIVIDUAL TO REQUEST A SEARCH OF  
OHIO'S CENTRAL REGISTRY ON CHILD ABUSE AND 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 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 can not be faxed.
- 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.

Requests not containing complete information are returned with a self-addressed envelope advising the additional information required to initiate a search.

Contact Barbara Parker at 614-752-1298 or [barbara.parker@jfs.ohio.gov](mailto:barbara.parker@jfs.ohio.gov) if there are any questions about the Central Registry.

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

/bp

1/2009

30 East Broad Street  
Columbus, Ohio 43215  
[jfs.ohio.gov](http://jfs.ohio.gov)

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