**CK FAMILY SERVICES**

**Request for Criminal History and Central Registry Check Rev. 4.29.2022**

**Instructions for Person Completing Criminal History Background Check Form:**

Please complete ALL fields below and return with a copy of your driver’s license and social security card (for child w/out a DL, send copy of birth certificate with social security card).

After CK submits your information, DFPS will email you instructions to complete your FBI fingerprints, and any other applicable requirements. ***Please complete all requirements within 3 weeks. DFPS will cancel background checks pending for over 30 days.***

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| --- | --- |
| Name of CK Foster/Adoptive Family: |  |

**YES  NO** Will you visit the foster/adoptive home 3 or more times per month? (N/A for foster/adoptive parents)

Reason for visiting home:

**YES  NO** Will you ever be alone or unsupervised with foster/adoptive children?

**YES  NO** Do you hope to be approved as a babysitter? (N/A for foster/adoptive parents)

**YES  NO** Do you have a criminal history, or have you previously abused or neglected a child?

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Social Security Number | Drivers License or State Issued ID number | | | | | | State of DL or ID | | | Type (DL or ID) | |
| First Name | Middle Name | | | Last Name | | | | | | | Suffix: |
| *List any other names you have gone by below (including married, maiden, nicknames. etc.)* | | | | | | | | | | | |
| First Name | Middle Name | | | Last Name | | | | | | | Suffix: |
| Street Address | | City | | | | | | State | | Zip | |
| County | Telephone No. | | | | Date of Birth | | | | | Gender  M   F | |
| Email Address (required)\* | | | List all other cities in Texas in which you have lived: | | | | | | | | |
| Please list any states outside of Texas that you have lived in **within the past 5 years,** **& the dates that you lived in each.**\*\* | | Role you will have in foster/adoptive home: | | | | | | | | | |
| Foster/Adoptive Parent | | | | Household Member | | | Respite/Staff Provider | | |
| Frequent/Regular Visitor | | | | Babysitter | | | Other: ­­­­ | | |
| Are you a relative of the foster/adoptive parents?  YES  NO | | Are you a relative of the foster/adoptive children’s biological family?  Relative and/or Fictive Kin  Unrelated | | | | | | | | | |
| Ethnicity: (must accompany race)  Hispanic  Non-Hispanic | Race:  White  Native Hawaiian/Pacific Islander  Asian  Black  American Indian/Alaskan Native | | | | | | | | | | |

**\*Email Address: DFPS will use this email to send you instructions for fingerprints, out of state checks, and any other applicable requirements, as well as any criminal history findings, and your clearance letters.**

**\*\*Previous States: Anyone who has lived outside the state of Texas in the past 5 years will be required to obtain a child abuse & neglect check from each prior state lived in in the past 5 years before DFPS will clear their background check.**

*By completing and submitting this document, along with a copy of my photo identification and social security card, I hereby declare the information I have provided above to be true, correct, and complete to the best of my knowledge. I understand that any misstatement or omission of the fact(s) stated above would be cause for termination. By submitting this form, I authorize CK to request an initial Criminal History and Central Registry Check. I additionally give my permission to have my background checked every five years, or as required, by DFPS Minimum Standards.*