



## Request for a Child Protection Registry Check: VT EMPLOYER (03/31/17)

Please print or type clearly. This form will be returned if altered or stapled. If you are a regulated childcare provider in Vermont, this process does not apply to you.

### Section I. Employer Requesting Registry Check

Employer name: \_\_\_\_\_

Employer address: \_\_\_\_\_

Employer phone number: \_\_\_\_\_ Employer fax number: \_\_\_\_\_

Employer email address: \_\_\_\_\_

*I certify that this individual is a current employee, contractor or volunteer of this facility/agency or has been given a conditional offer of employment. I understand this information is only for the purposes of determining whether to hire or retain the individual to provide care, custody, treatment, transportation, or supervision of children or vulnerable adults.*

\_\_\_\_\_  
**(Authorized) Facility/Agency Signature**

\_\_\_\_\_  
**Date**

### Section II. Consent From Current or Prospective Employee, Contractor, or Volunteer

Full name: \_\_\_\_\_ Gender:  Female  Male

Address (including Street address, City, State, Zip Code): \_\_\_\_\_

Phone number: \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Place of Birth: \_\_\_\_\_

Last 4 digits of SSN: XXX-XX-\_\_\_\_ Other names used if any (e.g., maiden name): \_\_\_\_\_

*I authorize the release of information of any substantiation against me found in the Vermont Child Protection Registry to the above-named facility/agency.*

\_\_\_\_\_  
**(Prospective/Current) Staff, Contractor, or Volunteer Signature**

\_\_\_\_\_  
**Date**

### Section III. Response from the VT Child Protection Registry (Office Use Only)

Employee's name **not found** in registry \_\_\_\_ initials  Employee's name **found** in registry \_\_\_\_ initials

Nature of any finding: \_\_\_\_\_ Date of finding: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Commissioner's Designee**

\_\_\_\_\_  
**Date**

**Mail your completed form and a self-addressed, stamped envelope to:**

Department for Children and Families - Child Protection Registry

HC1 North Bldg. B, 280 State Drive, Waterbury, Vermont 05671-1080

Please send by U.S. Postal Service. Do not send by private courier or delivery service (e.g., Fedex or UPS).