



Tennessee Department of Children's Services

## Database Search Request From School System (Local Education Agency)

Please direct completed request via email to [CPS.Background.Check@state.tn.us](mailto:CPS.Background.Check@state.tn.us) until further notice. E-mail transmission should be sent under highest security and priority flags as possible from sender's e-mail system.

Name of School System (LEA)			
County Where School System Lies			
Name of Person Requesting Information			
Title of Person Requesting Information			
Name of Contact Person		Contact Telephone #	
Date of Request			
<b>Information Is Requested On</b>			
First Name		Middle Name	
		Last Name	
Date of Birth		Social Security Number	
Current Address			
Other			

*This form is subject to change and formal approval and is an interim response.*

Check the "Forms" Webpage for the most current version and disregard all previous versions. This form may not be altered without prior approval.

Distribution: Copy to Requestor of Search

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