



This form is to be used to request a search of the DCS current child welfare information system database. This request must be typewritten and must be completed for all prospective foster parents, DCS and provider employees who will work with children, and proposed conservators per [policy 19.10](#). NOTE: Requests should be submitted only by persons who are completing foster home studies, persons responsible for completing child protective history search information for prospective employees, or FSWs with a conservatorship case.

Date of Request:

Name:		Agency:	
Email:	Telephone:		Fax:
Street Address:			
City:		State:	Zip Code:
Enter applicant's full name. Include in parentheses maiden name, all alias names, and all alternate last names.			
Full Name:		Release on file with Agency:	
Address:			
Telephone:		Social Security Number:	Date of Birth:
Reason for Search Request:		Specify (if other):	
Request Category:		If "Recheck Request" explain reason recheck is needed:	

**Section below to be completed by DCS ONLY**

*NOTE: Review the first checkbox. If it is not checked, the background check is not considered clear.*

The following is the database search results for the above referenced person:

<input type="checkbox"/>	No evidence was found indicating that the person listed above is substantiated as a perpetrator of child abuse or neglect in Tennessee.
<input type="checkbox"/>	DCS was unable to complete your request at this time. Final results may take 30-60 days.
<input type="checkbox"/>	The results are inconclusive; More specific information is needed to accurately process your request. Comments:
<input type="checkbox"/>	Database search records show that the above-listed person is substantiated by DCS for _____ in Tennessee.
Search completed by:	
Date:	

