

## **DCFS State Central Registry Clearance Request Form (SCR 3) Instructions**

### **PURPOSE**

To request a check of the State Central Registry for a valid finding of child abuse or neglect on:

1. Any employee or potential employee of the department whose name appears on the SCR subsequent to December 31, 2009, and whose duties include:
  - the investigation of child abuse or neglect,
  - supervisory or disciplinary authority over children,
  - direct care to a child, or
  - performance of licensing surveys
2. Any owner, operator, current or prospective employee, or volunteer of a child care facility licensed by the Department **\*of Children and Family Services or the Department of Education\*\*** who discloses that their name appears on the SCR.

### **PREPARATION**

The form is completed by the individual requesting that the **\*Department of Children and Family\*\*** Services conduct a search of the State Central Registry for persons whose job duties include:

- the investigation of child abuse or neglect,
- supervisory or disciplinary authority over children,
- direct care to a child, or
- performance of licensing surveys.

The potential employer and the potential employee complete the identifying information requested in the form.

The name, date of birth, race, sex and address must be completed. When the employee or potential employee elects to include the Social Security Number, it is more likely that the clearance information is accurate than if this number is not included.

The form is signed by both the employer or potential employer and the employee or potential employee **\*or it may be mailed to:**

**Louisiana Risk Evaluation Panel  
P.O. Box 3318  
Baton Rouge, LA 70821-3318\*\***

Mail to the **\*Department of Children and Family\*\*** Services in that region.

When a clearance is conducted, the form is completed with the information on the bottom portion of the form.

“No Valid Record Found” is checked when there is no information on the State Central Registry that identifies the employee or potential employee as a perpetrator of child abuse or neglect of a child in Louisiana.

“Unable to Determine” is checked when there is not sufficient information on the form to determine whether or not the person listed as the employee or potential employee was listed on the State Central Registry.

“Valid Record Found” is checked when there is a valid investigation by the \*Department of Children and Family\*\* Services that determined the person is a perpetrator of child abuse or neglect. If there is more than one investigation in which the person was found to be a perpetrator, the most recent finding date is put in the “Date of Finding” space. In general, the \*Department of Children and Family\*\* Services maintains information on the State Central Registry from the time of the completion of the investigation until the youngest child in the family reaches the age of 18 or for 5 years, whichever is longer. After that time, the information is purged from the Registry and no other information is maintained.

The Regional Administrator or designee signs and dates the form once the check is complete.

## **DISPOSITION**

Regional Office mails the original form to the potential employer at the address given at the top of the page. Mail a copy of the form to the \*DCFS\*\* employee or potential employee along with the SCR2 State Central Registry Risk Evaluation Request Flyer.

If the check is on a \*DCFS\*\* employee or potential employee, a copy of the form must be sent to the Division of Human Resources and maintained in accordance with the confidentiality provisions of civil service rule, statute, or court decisions.