

## **DCFS State Central Registry Disclosure Form (SCR 1) Instructions**

### **PURPOSE**

To obtain disclosure of recordation on the State Central Registry for a valid finding of child abuse or neglect from any:

- owner,
- operator,
- current or prospective employee, or
- volunteer

of **\*an Early Learning Center\*\*** licensed by the Department **\*of Education or the Department of Children and Family Services.\*\***

### **PREPARATION**

The owner, operator, current or prospective employee, or volunteer of the licensed **\*early learning center\*\*** completes, signs and dates the State Central Registry Disclosure Form.

The licensed **\*early learning center\*\*** representative signs and dates the form and completes the name of the facility and date the signed form is received.

If the individual discloses that his/her name is currently recorded as a perpetrator on the SCR, the **\*early learning center\*\*** representative may submit the State Central Registry Clearance Request Form to the **\*Department of Children and Family\*\*** Services in that region **\*or it may be mailed to:**

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

### **DISPOSITION**

The original form must be filed and maintained by the licensed facility in accordance with the **\*DCFS\*\*** licensing regulations and confidentiality provisions of R.S. 46:56(F).