

Explanation:

Family Promise partners with the Texas Pregnancy Care Network to provide services to homeless, expectant mothers and their babies. The THHSC requires sex offender background checks on volunteers. We have a letter that explains it in full that is in the church office.

Whether you are a current volunteer or might possibly be one in the future when we host Family Promise, please participate in this process. Forms are available at the church office. The form must be notarized. We will take all the forms to Family Promise at the same time. Your forms will be kept in a locked filing cabinet inside a locked room at Family Promise to preserve your confidentiality. Only you will receive the results which need to bring to the church office and we will deliver the results to the Family Promise office.

Thank you for participation in this process. Family Promise provides real help to real people who need us the most and it takes many, many volunteers.

In Summary:

Print out the form and fill out only **Section 3 & Section 4 (page 2)**. Be sure to sign page 4 and the Authorization for Background Checks in front of the notary.

Bring your notarized form to the church office.

When you receive your results, bring them to the church office for delivery to the Family Promise office and we will deliver it to the Family Promise office.

Attached:

Authorization for Background Checks
Request for Texas Child Abuse/Neglect Central Registry



Authorization for Background Checks

By virtue of my signature below, I hereby authorize Family Promise to use the information I have provided in the Request for Texas Child Abuse/Neglect Central Registry background check to complete **two additional background checks**: the Texas Department of Public Safety Criminal History background check and the National Sex Offender background check.

Signature

Printed Name

Date



REQUEST FOR TEXAS CHILD ABUSE/NEGLECT CENTRAL REGISTRY

CHIEF OPERATING OFFICER – CENTRALIZED BACKGROUND CHECK UNIT (CBCU)

Purpose: An individual may use this form to request a Texas Department of Family and Protective Services Central Registry Abuse and Neglect check on him or herself.

Central Registry requests from an out-of-state protective service agency to assist an open investigation or other case action must be faxed on your state agency's letterhead to Statewide Intake: 800-647-7410 or 512-339-5900.

Directions: The subject of the background check must read and complete Sections 1-5, get the form notarized in section 6, then email, fax, or mail this form using the contact information below. Please type or print clearly in ink.

Incomplete or illegible forms will not be processed.

Email: TXAbuseNeglectBGC@dfps.state.tx.us
FAX: 512-339-5829

Mail: CBCU TX Abuse Neglect BGC, M/C 121-7
PO Box 149030, Austin, TX 78714-9030

Typically, DFPS provides the background check results within 30 days of receipt. If you have questions, email: TXAbuseNeglectBGC@dfps.state.tx.us

SECTION 1: CENTRAL REGISTRY INFORMATION

As required by Texas Family Code §261.002, DFPS maintains a central registry of the names of persons found by DFPS to have abused or neglected a child. The DFPS Central Registry includes information gathered during Child Protective Services (CPS), Child Care Licensing (CCL), and Adult Protective Services (APS) in-home and provider investigations of child abuse and neglect that resulted in a disposition of "reason to believe" for CPS and CCL cases or "confirmed and validated" for APS cases. (Findings of abuse, neglect, or exploitation of an adult victim are not included in the Central Registry.)

You will not clear the Central Registry check if you:

- Have the role of designated perpetrator or sustained perpetrator in an investigation included in the registry; **or**
- Are involved as an alleged perpetrator in an open child abuse or neglect investigation being conducted by DFPS. (A new Central Registry check may be requested at the conclusion of the investigation to determine if you were designated as a perpetrator of child abuse or neglect.)

SECTION 2: PURPOSE OF CENTRAL REGISTRY CHECK

Please select the reason you are requesting the background check:

- Placement of a child:
- Foster Care/Foster Parenting (i.e. Adam Walsh Act)
 - Kinship
 - Adoption
 - Other: Specify reason: _____

Out of State Child Care/Day Care Employment (i.e. Child Care and Development Block Grant (CCDBG) Act of 2014)

Employment/Volunteer
Name of employer/agency:
Family Promise of Lubbock, Inc.

Other: Specify the reason for the request for central registry check:

Child Custody or Adoption Evaluation (see section 7 for definition)
(This option is not applicable to any public child welfare/child protection agency requests)

SECTION 5: DESIGNEE

If the check results are **clear**, you, as the subject of the background check request, can list another person in the space below to whom DFPS will send the cleared results.

Exception for employment or volunteering: For request purposes related to employment or volunteering, DFPS **cannot** release the results to any person other than you. Do not list a designee below if your request is for employment or volunteering purposes. If your request is for employment or volunteering purposes, be sure you indicated how you want your results sent to you in the box above.

However, if the check results in a **match**, DFPS will **only** send the results directly to the subject of the request.

Exception for a child custody or adoption evaluation: The only exception would be if the request is submitted for a court ordered child custody or adoption evaluation as defined by the Texas Family Code (see Section 7). In this case, DFPS would only send the match results to the court ordered child custody or adoption evaluator. If you are a court ordered child custody or adoption evaluator submitting this request on behalf of the subject, you must enter your information below in order to receive the results.

Agency/Organization Name:	Contact Name:	Title:
Email Address:	Telephone Number:	

SECTION 6: SIGNATURES

This section of the form must be signed by the subject of the background check and not the designee. This form must be signed in the presence of the Notary Public.

- I am the person listed above in Section 3 of this form. The information in this document is correct. I understand that providing false information is a violation of Texas Penal Code §37.10.
- If applicable, I grant permission for the results of my cleared Child Abuse/Neglect Central Registry check to be transmitted to the designee I listed in Section 5.
- I acknowledge that DFPS cannot guarantee that information transmitted electronically is secure and accessible only to approved parties.

Subject:
X

Date Signed:

Print Name:

SUBSCRIBED AND SWORN TO before me this ____ day of _____, _____.

[Notary stamp or seal]

Notary Public

SECTION 7: CHILD CUSTODY OR ADOPTION EVALUATORS

If you are a child custody or adoption evaluator as defined in Texas Family Code §§107.101 or 107.151, you may submit this form without the subject's signature and notarization if you include a copy of the court order. The evaluator's information must be entered in the designee section under section 5 of this form. Case workers, case managers, or other staff working with DFPS, and out of state public child welfare, child protection, or child placing agencies are **not** considered child custody or adoption evaluators for purposes of this form.

DFPS may require child custody or adoption evaluators who meet certain requirements under Texas law to provide valid picture identification and the court order identifying the evaluator as the authenticated designee before DFPS will release results.

SECTION 8: PRIVACY STATEMENT

DFPS values your privacy. For more information, read our privacy policy.
(<http://www.dfps.state.tx.us/policies/privacy.asp>)