[Click this link](#) to complete the DC Child Protection Register (CPR) Check Request

Please read all the online instructions before you start!

Before you Start

NOTE: this form can't be saved, you will need to complete it in one sitting:

- Have all your information ready before you begin, including a file with a government-issued photo ID (e.g., driver license, passport).
- Review your application to make sure all information is correct, you can't change it after you click the submit button.
- Do not use autofill. If your browser has an autofill function to fill out forms, don't use it to complete this form.
- Before you upload your photo ID, save it in this format: firstname-lastname-year (e.g., John-Doe-ID-2022.jpg) with no periods, punctuation, special characters or spaces in the file name.
- When done, be sure to click the green "Save & close" button. If information is missing, a pop-up notice will state what needs to be fixed.

IMPORTANT: This application contains personally identifiable information (PII) and should only be submitted via secure methods. NEVER submit your application or photo ID by email.

Sample

DC Child Protection Register (CPR) Check Request

Authorized individuals may request CPR background checks to establish whether an applicant has a record of substantiated abuse or neglect of a child.

A CPR check is a civil, not criminal, records check. CPR results are NOT part of any national registries and must be checked separately in each jurisdiction where the applicant live

This application may be used only to determine if abuse or neglect of a child occurred in the District of Columbia.

Reason for CPR Check

Get this information from the employer or requesting agency if unsure.

- Initial Check: I don't have a DC CPR clearance on file with this employer/requestor.

- Renewal Check: I have a DC CPR clearance on file with this employer/requestor that will expire or has expired.

Type of Check *
- ◯ Initial Check
- ◯ Renewal Check

Choose initial or renewal

- Employment: new or current employees, contractors, volunteers, and interns.

- Child Welfare: for adoption, foster care, kinship care, guardianship, custody or visitation.

- CFSA Grandparent & Close Relative Caregiver Program (GCP-CRCP) subsidy recipient.

- Self/Expungement Check: for applicants who have been investigated by CFSA and want to check their status on the Child Protection Register and expungement eligibility; may not be used for employment, child welfare or licensing purposes.

Request Purpose *

Employment	▼

Applicant Role *

Employee	▼

Employer/Requester Information

Employer Organization/Requestor Agency Name *	Employer/Requestor Contact Person *
Chevy Chase Presbyterian Nursery School	Amy Ossi

Employer/Requestor Email *	Confirm Employer/Requestor Email *
wnsoffice@chevychasepc.org	wnsoffice@chevychasepc.org

Employer/Requestor Phone Number *

202-363-2209	ext.

Address Not Required

▼ Third Party/Channeler Information

In some cases, the results will need to go to the employer and a third party. For example, the employer has a company (a channeler) that is managing the clearance process for them, the employer is using a staffing agency to do the hiring, the employer has a contract with a government agency, or the employer is required to share the results with a licensing body (e.g., DC licensed childcare providers share results with OSSE). If you were instructed to provide contact information for a third party, please provide it in this section.

Does a Third Party Need the Results?	Third Party/Channeler Contact Person	Contact Person Phone Number
YES	CAROLYN TAYLOR	202-727-8140 ext.

Channeler/Third Party Organization
OSSE

Contact Person Email
OSSE.CHILDCAREBACKGROUNDCHECK@DC.GOV

▼ Applicant Information

Enter your full legal name as it appears on your government-issued photo ID.

ⓘ First Name *

ⓘ Middle Name: If there is no middle name, Type 'N/A'. *

ⓘ Last Name *

Suffix

ⓘ Date of Birth (DOB) *
mm-dd-yyyy

Sex *

Sex (assigned at birth or as it appears on your government-issued photo ID).

Have a Social Security Number? *

ⓘ Social Security Number (SSN) - Do not include dashes

You must provide an email to receive a confirmation that your application was received.

Applicant Email *

Confirm Applicant Email *

ⓘ Applicant Phone Number *

Applicant Phone Type *

▼ Alias Name (Other Names Used)

Please type other names used such as maiden name, previous married name, legal name change, nicknames, alias, etc.

First Name	Middle Name	Last Name	Nickname	☐ Add another alias

▼ Applicant Address History

- List all addresses, and the start and end dates, to the best of your ability. To help find previous addresses, check the credit report bureaus (Equifax, Experian, TransUnion).
- Include your current address first.
- Include all prior addresses for the last five (5) years.
- If you were homeless, hospitalized, incarcerated, or otherwise had no stable address, list the start and end dates and you may write "no permanent address" in the street address field.

Start typing the address in the first box that says "Search for an address" and address options will appear that you can choose from.

District of Columbia Residency Status *
○ I currently live in the District of Columbia
○ I do not currently live in the District of Columbia
○ I have never lived in the District of Columbia

Start Date of current address *
mm-dd-yyyy

Search for an address

Street 1

Street 2

City

State/Region   Postal Code

Select a Country...

☐ Add another address

☐ I certify that I have provided a full five (5) years of address history. *

List only those living with you currently

▼ Applicant Children & Household Members

- Do not list yourself below
- Household Members include spouse/partner, relatives, roommates, and tenants.
- Children includes biological, adopted, foster, step, and adult children, living at home or not.

First Name	Middle Name	Last Name	Date of Birth	Relationship to Applicant	☐ Add another person
			mm-dd-yyyy		

▼ Government Issued Photo ID

- Applications won't be processed if photo identification is not provided.
- A readable copy of a government-issued photo ID (e.g., driver's license, passport, military ID, USCIS ID) must be uploaded.
- Copy must include the applicant's legal name and date of birth in order to verify the applicant's identity.
- If the name and date of birth are on the front of the ID, a copy of the back is not needed.

You need to have your photo ID saved to your computer before you begin filling out the form.

Government-issued Photo ID-front *   ☐ My Photo ID does NOT have the date of birth on the front.

[Browse...] No file selected.

▼ Applicant Consent

I hereby confirm that I have provided complete and accurate information. I understand that if I knowingly provide incomplete or false information, I may be subject to fines. I consent to and authorize the D.C. Child and Family Services Agency to provide information about me that may be contained in the Child Protection Register ("CPR") to the requestor(s) listed above, and agencies required by law to verify my employment suitability, program eligibility, or make legal determinations about me.

☐ I Consent *

[Submit]