



# AUTHORIZATION and RELEASE for PROTECTIVE SERVICES RECORD CHECK

Bureau for Children and Families  
350 Capitol Street, Room 691  
Charleston, WV 25301

Please complete the following and sign below. The form must be legible, and all fields must be filled out COMPLETELY.

Name (Print your full name. Do not use initials): \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

Birth Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Current Home Address (Give location address, as well as P.O. Box address and County):  
\_\_\_\_\_  
\_\_\_\_\_

If you have not lived at your current address for 5 years, please list the address(es) for your location(s) in the last 5 years: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List maiden name (s), and all aliases. Or names known by (Print your full name. Do not use initials):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Agency Name: \_\_\_\_\_  
(who needs to receive verification of the protective service check)

Agency Address: \_\_\_\_\_

Agency Contact Information: \_\_\_\_\_

Agency Type:  
 Child Care/Head Start  
 Residential Facility Staff  
 Other (home health, homemaker services, etc.)

You are completing this form because you are a (check which applies):

Volunteer     Employee     Owner/Director  
 Household Member of an Adult or Child Care setting

**CERTIFICATION:**

I certify that have not committed any act of child or adult abuse or neglect, as determined by a civil or criminal proceeding or through an investigation by the WV Department of Health and Human Resources or through any like agency of any other state or country, or that I am currently being investigated for such except as stated below:

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**AUTHORIZATION:**

I authorize the WV Department of Health and Human Resources to conduct a background check on me which includes a search of Child Protective Services records, Adult Protective Services records, and Institutional Investigation Unit records maintained by the Department. I authorize the Department to inform the person or agency named on the front of this form of the results of the background check. **I understand that a positive history of maltreatment in any West Virginia Department of Health and Human Resources protective services record will affect my working in a child care, foster care, or adult care setting.** I release the WVDHHR and/or its agents in providing information pursuant to this authorization from any and all liabilities, claims or lawsuits.

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**(Signature)** **(Date)**

**DHHR OFFICE USE ONLY**

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\_\_\_\_\_ **No record of substantiated maltreatment was found**

\_\_\_\_\_ **Records indicate that maltreatment occurred by the individual**

**IF THIS CLIENT HAS ANY QUESTIONS OR NEEDS TO OBTAIN INVESTIGATION RECORDS, THEY MUST CONTACT THE FOLLOWING COUNTY:**

**COUNTY:** \_\_\_\_\_

**INTAKE#:** \_\_\_\_\_

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**(DHHR Stamp or Initials of Authorized Individual)** **(Date)**