



# WASHINGTON STATE CHILD ABUSE AND NEGLECT FINDINGS REQUEST

These requests are for child placement purposes only and must be made by an agency or individual who is required to check child abuse and neglect registries in connection with the foster or adoptive placement of a child. All other requests for Children's Administration records may be made through the local Division of Children and Family Services Office.

<b>A REQUESTOR INFORMATION</b>			
NAME LAST		FIRST	TITLE
AGENCY OR BUSINESS NAME			
MAILING ADDRESS		CITY	STATE ZIP CODE
TELEPHONE NUMBER (INCLUDE AREA CODE)	FAX NUMBER (INCLUDE AREA CODE)		E-MAIL ADDRESS
<b>B. SIGNATURE OF REQUESTOR:</b>			
REQUESTED BY (SIGNATURE)			DATE SIGNED
<b>C. SUBJECT OF RECORDS REQUESTED</b>			
NAME LAST		FIRST MIDDLE	DATES OF RESIDENCY IN WASHINGTON
DATE OF BIRTH	FORMER NAME/S		SOCIAL SECURITY NUMBER
MOST RECENT WASHINGTON RESIDENCE STREET ADDRESS		MOST RECENT CITY, STATE, ZIP	
PREVIOUS STREET ADDRESS		PREVIOUS CITY, STATE, ZIP	
PREVIOUS STREET ADDRESS		PREVIOUS CITY, STATE, ZIP	
PREVIOUS STREET ADDRESS		PREVIOUS CITY, STATE, ZIP	
<b>D. AUTHORIZATION:</b>			
(SIGNATURE)			DATE SIGNED
<b>BY SIGNING THE ABOVE I AUTHORIZE THE STATE OF WASHINGTON DEPARTMENT OF SOCIAL AND HEALTH SERVICES TO RELEASE INFORMATION RELATED TO FOUNDED ALLEGATIONS OF CHILD ABUSE AND NEGLECT TO THE REQUESTING INDIVIDUAL OR AGENCY IDENTIFIED ABOVE.</b>			
Completed Request Forms can be sent by secure e-mail, fax, or mail to: The Children's Administration NCIC Access Unit E-mail: <a href="mailto:childabuseregistry@dshs.wa.gov">childabuseregistry@dshs.wa.gov</a> Fax: 206-341-7930 Mail: PO Box 4369 Seattle, WA 98194			