

INSTRUCTIONS ON COMPLETING YOUR CPS HISTORY REQUEST

Please thoroughly read the directions prior to submission

Agency letterhead & Application must be submitted together at every submission

Required Documents

1. Official agency letterhead- this is the letterhead your agency uses for official business
2. CPS application that is located at our website only
<https://dfcs.georgia.gov/services/child-abuse-neglect/georgia-adam-walsh> for each person that is listed on the agency letterhead that is 18 years of age or older. **Must be submitted in PDF format only.**
 - A. If there is more than one applicant and they all reside in the same household/address, you will submit the agency letterhead/application for each person in one email.
 - B. If one or more of the applicants reside in a different household/address, you will submit a separate email to include the agency letterhead/application for the applicant(s) that does not reside in the same household/address.

Required Information to be listed on the official agency letterhead

- Applicant(s) age 18 or older to be screened first and last name- **we are unable to provide results on minors please do not submit a request without an adult listed**
- The purpose of the request

Select one of the following listed below as the purpose of the request that will need to be listed on the agency letterhead.

1. Foster parent
2. Adoptive parent (Private, or court, or through state agencies)
3. New household member of an existing or new foster/adoptive family
4. ICPC
5. Kinship
6. Open or On-going investigation
7. UAC (Unaccompanied minor child)

You should only list the individual(s) that your agency will require a screening for. If you do not need a screening for an individual, you should not list that person(s) on your agency letterhead. If you have the person(s) listed on your agency letterhead, you will be required to submit an application for the individual(s).

Required information to be listed on the application form (Open Investigations Only). All information is required to be typed. The demographic information listed on the application form must match the information listed on the agency letterhead. We are unable to provide results on minors please do not submit application for a minor

1. Agency contact information
2. First/last name of applicant
3. Maiden name/alias used-If available
4. Complete DOB
5. Full SSN-If available
6. Current address-If available
7. Georgia address-If available

INSTRUCTIONS ON COMPLETING YOUR CPS HISTORY REQUEST

Please thoroughly read the directions prior to submission

8. Signature of the staff member listed in the agency section of application- may be typed.

Required information to be listed on the application form (Foster, Adoption, ICPC, Kinship, New Household Member, UAC). All information is required to be typed, except for the signature, which must be the original from the applicant(s). The demographic information listed on the application form must match the information listed on the agency letterhead, and/or ID. We are unable to provide results on minors, please do not submit application for a minor.

1. Agency contact information
2. First/last name of applicant
3. Maiden name/alias used
4. DOB
5. Full SSN
6. Current address
7. Georgia address
8. Original signature of applicant- *PDF signature will not be accepted*
9. Current country or state ID/Driver's license for UAC requests only (Expired ID's will not be accepted). The only paper form ID that will can accept will be the verification of release.

If you have individuals listed in the household section of application that are 18 years of age or older, you will be required to submit an application for them. If you do not need a screening for an individual, you should not list that person(s) in the household section of the application.

Out-of-State CPS Request

A Child Protective Service (CPS) Screening Request may be submitted by the following:

- 1) State & Government agencies**
- 2) Child Placement Agencies (CPA)-** Adoption & New Household member request only. Under state law, there is no direct method by which a private child welfare agency can obtain CPS information for private foster families. The state agency is required to submit the request for prospective foster parents, kinship and ICPC (The CPA cannot be listed in the agency section on the application, or on the agency letterhead).
- 3) Independent licensed contractors through the court or Government agency-** You must submit your license and the court order listing the assigned investigator or home study contractor with your request.
- 4) Private attorney-** You must submit a copy of page 1 of the court order which states there is a pending adoption, and the assigned investigator listed with your request.
- 5) An investigator appointed by a court of competent jurisdiction in this state (e.g., Superior Court of a Georgia County) to investigate a pending petition for adoption-** You must submit a copy of page 1 of the court order which states there is a pending adoption, and the assigned investigator listed with your request.

6. Law Enforcement/Sheriff's Office