



# Out-of-State: Child Welfare Record Request for Child Care Personnel Employment

I \_\_\_\_\_  
**Last, First Middle**

as an applicant for employment in child care authorize a search for reports of abuse, neglect or abandonment investigated in which my name appears and there were "verified findings" of maltreatment of a child(ren) and I am listed as the "Caregiver Responsible". I understand I will be given the opportunity to discuss the findings of the report(s). This consent is valid solely for the requesting employer/agency/facility listed below on this form. (Chapter 39, F.S., Child Care and Development Block Grant Reauthorization, P.L. 113-186.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

**NOTE:** This form must be submitted to the Department of Children & Families. **Only one applicant per release.**

Applicant: SSN: \_\_\_\_\_ DOB: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_ Prior Name(s), including Maiden: \_\_\_\_\_

Was the applicant a resident of the State of Florida within the past 5 years?  YES  NO

Current non-Florida Address:

\_\_\_\_\_  
(Include city, state, and Zip Code)

Previous Address:

\_\_\_\_\_ FL \_\_\_\_\_ Dates: \_\_\_\_\_

Previous Address:

\_\_\_\_\_ FL \_\_\_\_\_ Dates: \_\_\_\_\_

### Reason for Record Search:

Employment in child care

### TO BE COMPLETED BY REQUESTING AGENCY

Child Care Employer  State/Local Child Welfare Agency

Other: \_\_\_\_\_

Facility/Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Mailing Address City State Zip Code

Representative/Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

I understand it is a misdemeanor of the first degree for any agency to use or release abuse, neglect or abandonment information to others. The information is **CONFIDENTIAL** and may be used only for the purpose for which it was obtained.

\_\_\_\_\_  
Printed Name and Signature of Requesting Facility/Agency Representative

\_\_\_\_\_  
Date

Please return to DCF via email: [HQW.CWR.Employment.Requests@myflfamilies.com](mailto:HQW.CWR.Employment.Requests@myflfamilies.com)  
Attention: Child Welfare Record Request