



# Child Abuse History Record Request for Employment

**NOTE:** This form **MUST** be submitted by the agency identified at the bottom of this page.  
The **APPLICANT MAY NOT SUBMIT THIS FORM DIRECTLY** to the Department of Children & Families

## ONE APPLICANT PER FORM

### TO BE COMPLETED BY THE APPLICANT

Is the applicant seeking employment at a facility within the state of Florida?  YES  NO

Name: \_\_\_\_\_  
(Please **Print** Clearly) Last First Middle

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

Current Florida Address: \_\_\_\_\_  
(Include city, state, and Zip Code)

Previous Address: \_\_\_\_\_ Dates: \_\_\_\_\_  
(Include city, state, and Zip Code)

### TO BE COMPLETED BY REQUESTING AGENCY

#### Employment Type:

Group Home Day Care After School/Enrichment In-Home Day Care Religious Exempt  
Other \_\_\_\_\_

#### Reason for Request:

New Screening Resend Clearance Letter Annual Screening Relicensure/Re-Screen  
Other \_\_\_\_\_

**Expected Position/Role of Applicant** \_\_\_\_\_

#### ClearingHouse Screening Information:

**NOTE:** DO NOT SUBMIT an abuse history request BEFORE you receive an ELIGIBILITY DETERMINATION from the ClearingHouse:

Date of Last Screening: \_\_\_\_\_ OCA Number: \_\_\_\_\_

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

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

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

License Number: \_\_\_\_\_ License Expiration Date: \_\_\_\_\_ Email: \_\_\_\_\_

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.

\_\_\_\_\_  
Signature of Requesting Facility/Agency Representative Date

**Please return to DCF via email:**

**Attention: Group Home/DCF FYI 'UHYX' Employment Requests**

**email: [hqw.bgs.abuse.history@myflfamilies.com](mailto:hqw.bgs.abuse.history@myflfamilies.com)**

**ONLY ONE APPLICANT PER FORM AND EMAIL SUBMISSION**