

GOVERNMENT OF THE DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY (CFSA)



HOW TO OBTAIN A CHILD PROTECTION REGISTER (CPR) CHECK

A Quick Reference Guide For Foster/Kinship/Adoptive Parents

If a person is accused of child abuse and/or neglect in the District of Columbia, the Child and Family Services Agency (CFSA) will investigate. When the person is found guilty based on evidence, that person's name is quickly added to a confidential list of names known as the Child Protection Register (CPR). Sometimes, evidence does not prove a person guilty but it also does not prove the person innocent. When this happens, the person's name may still be added to the Register.

CFSA is responsible for making sure that all names are properly listed in the Child Protection Register and that only certain information is allowed to be shared with specific individuals. For example, an employer that provides services to children or youth will want to check that a future or current employee has not been found guilty of abuse and/or neglect. The employer may request that you apply for a CPR check to prove you are not on the Register. CFSA helps individuals to apply for a CPR check. **If you are kin applying for an emergency temporary license, the application form you need will be included in the packet you receive from the agency licensing staff.**

TO APPLY FOR A CPR CHECK USING THE INTERNET:

- Go to CFSA's website at www.cfsa.dc.gov.
- Find "**Services**" just under the picture of the Agency's Director. There are four services; click on "Investigations/Reporting".
- Six topics appear in red. Click on the fifth topic, "Child Protective Register Information".
- Click on the "CPR Check Licensing Application" link found in the second paragraph.
- Complete the form **and** have a Notary Public witness your signature. (A Notary Public can often be found at a local bank, or through www.themobilenotary.com)
- The CPR Check Licensing Application must be submitted by hand or by mail to the following address:
Child and Family Services Agency, Child Protection Register Unit, 400 6th Street, SW, Room 1003, Washington, DC 20024.

Note: Please allow 30 days for the results to be sent to the agency social worker.

TO APPLY FOR A CPR CHECK IN PERSON:

- The CFSA headquarters are conveniently located a short walk from the L'Enfant Plaza Metro stop. You can get there on the Blue, Orange, Green, and Yellow Lines.
- Exit the Metro towards D Street, SW and walk half a block east to 400 6th Street, SW.
- You must pass a metal detector to enter the Child and Family Services Agency headquarters.
- Ask the front desk receptionist to call the Child Protection Register office.
- Request a copy of the CPR Check Licensing Application.
- Follow the same directions given above for submitting the notarized form.