



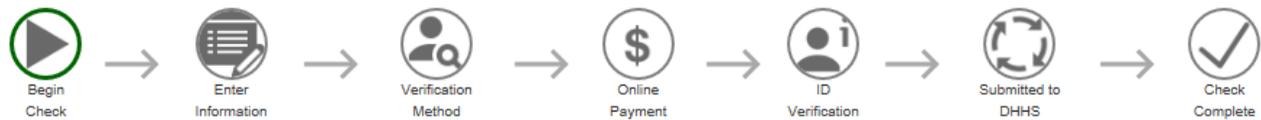
Submitting a Central Registry check on the Central Registry Portal

The Portal supports checks that Individuals submit on their own behalf, to determine if they are on the Nebraska Child and Adult Abuse and Neglect Central Registry, as well as checks by Individuals submitted through a Business or Organization.

If you are an Individual submitting a check on yourself, from the Home screen of the Central Registry Portal, click the Start Check button to begin.

If you are submitting your check to a Business or Organization, then you will be provided with a separate link to begin your Central Registry Check. This link will either be sent to your email address or given to you as a URL. Once you have your link, use the following steps to complete your Check Request:

New Check Request



DHHS charges a fee in order to process a Central Registry check.

- Online Identity Verification fee: \$1.00
- Online payment processing fee: \$1.50

Fees are payable online by credit/debit card or electronic check (ACH) Fees will be listed as "DHHS Central Reg Check" Once submitted to DHHS, your Central Registry check will be processed in the order it was received. If you provide an email address, you will be notified of updates to your Central Registry check. When completed by DHHS, your Central Registry check will be available for viewing on this website by using an automated Request Number and a unique PIN. Most results will be available for review within 3 - 5 business days, depending upon the request; some requests may take longer.

Step One: Begin Check

 **Begin Check**

Applicant's Email Address

You can securely check the status of this request in the future by providing a PIN. The combination of this PIN and your check request number (visible on next screen) will grant you access. Please pick a 4 digit number. Do not share your PIN with others. DHHS will never ask for your PIN.

PIN

- List an email address and determine a PIN for the Central Registry check
 - Once submitted, you will receive an email with your Request Number
- You will use the Request Number and your PIN to return to the check at any time to view the status and results

Step Two: Enter Information

Enter Information

First Name	Middle Name <input type="checkbox"/> No Middle Name	Last Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Date Of Birth	Age	Social Security Number <input type="checkbox"/> No SSN	
<input type="text"/>	<input type="text"/>	<input type="text" value="###-##-####"/>	
Current Address			
<input type="text"/>			
City	State	Zip	
<input type="text"/>	Alabama <input type="button" value="v"/>	<input type="text"/>	
Applicant's Phone Number			
<input type="text" value="###-###-####"/>			
Other names, such as a maiden name, former married name, or nickname:		<input type="checkbox"/> No Other Names	
First Name	Last Name	Suffix	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="button" value="Add Other Name"/>			
Names and birthdates of your children and children who lived with you:		<input type="checkbox"/> No Children	
First Name	Last Name	Suffix	Date Of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add Child Name"/>			
List all previous cities at which you have resided:		<input type="checkbox"/> No Other Addresses	
Address	City	State	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="button" value="Add Other Address"/>			
I authorize DHH \$ to conduct the following checks and release the following information. ** This authorization is valid for a period of 6 months from the date you submit this form **			
<input checked="" type="checkbox"/> Child Abuse and Neglect Central Registry (CAN Registry)			
1. Whether or not I am listed on the CAN Registry, and the following information regarding that listing:			
a. Date of the alleged child abuse or neglect; and			
b. The classification of the case pursuant to Neb. Rev. Stat. 28-720. (I.e., Agency Substantiated or Court Substantiated).			
<input checked="" type="checkbox"/> Nebraska Adult Protective Services Registry (APS Registry)			
1. Whether or not I am listed on the APS Registry, and the following information regarding that listing:			
a. Date of the alleged adult abuse or neglect; and			
b. The classification of the case pursuant to Neb. Rev. Stat. 28 - 376. (I.e., Agency Substantiated or Court Substantiated). (I.e., Agency Substantiated or Court Substantiated).			
<input type="button" value="Cancel"/>		<input type="button" value="Submit"/>	

- Enter all information required for the Check Request:
 - First Name
 - Middle Name or “No Middle Name” Checkbox
 - Last Name
 - Date of Birth
 - Social Security Number or “No SSN” Checkbox

 - Current Address
 - City
 - State
 - Zip
 - Applicant’s Phone Number

 - Other names, such as a maiden name, former married name, or name, or “No Other Names” Checkbox

 - Names and birthdates of your children and children who lived with you, or “No Children” Checkbox

 - List all previous cities at which you have resided, or “No Other Addresses” Checkbox

 - Determine which Registry(ies) to be checked:
 - Child Abuse and Neglect Central Registry
 - Adult Abuse and Neglect Central Registry
 - **DHHS Recommends selecting both**

Step Three: Verification Method

 Verification Method

Verification Type

- Online Verification (Additional Charges Apply)
- Upload Notarized Document

- Available Verification methods include:
 - Online Identity Verification
 - Upload a Notarized Signature
- Businesses or Organizations may restrict Verification to require a Notarized Signature

Step Four: Online Payment (Required only if using Online Verification.)

\$ Online Payment

To process payment you will be taken to our 3rd party payment processing site. Upon completion you will be returned to this site to finish the Chek Request Process.
DHHS charges fees in order to process the Central Registry check.

- Online Identity Verification fee: \$1.00
- Online payment processing fee: \$1.50

Fees are payable online by credit/debit card or electronic check (ACH.) Fees will be listed as "DHHS Central Reg Check"

- Fees for Central Registry Checks may be covered by your Business or Organization, or not. The list of fees include:
 - Online Identity Verification fee: \$1.00
 - Online payment processing fee: \$1.50
- All fees payable by Credit/Debit Card or ACH/Electronic Check

Payment

Payment Type

Payment Type *

Select One

Customer Information

Payment Info

Step Five: Identity Verification

 ID Verification

We were unable to verify your identity online. Please complete the notary process below.

Click the Print Form button below to access the Notary Form. No other notary forms will be accepted for processing. Once the document is notarized, return to this page using your Request Number and PIN to upload.

[Print Form](#)

Upload a scanned copy of the signed Notary Form to submit your Central Registry check.

[Browse...](#)

[Cancel](#) [Upload](#)

- If using Online Verification:
 - Correctly answer a number of quiz questions based on the information you provide.
 - If you do not answer correctly, a Notarized Signature will be required
- If Uploading a Notarized Signature
 - Print the Notary Form provided
 - Have your signature notarized by a Notary Public
 - Return to the portal and upload a copy of the notarized document to your Check, using your Request Number and PIN

Step Six: DHHS Processing



Submitted To DHHS

Your check request has been submitted to DHHS and is in process. Check back later to see the results. The process may take up to 2 weeks to complete.

[Return To Home Screen](#)

- Processing time for Check Request may take up to two weeks to complete, but results are typically available within five (5) business days.

Step Seven: Viewing Status and Results



Check Status/Results Of Submitted Check

Request #

Your Selected PIN

- From the Portal, under Check Request Status, click View Check
- Enter your Request Number and PIN to gain access to your check
- Review the status and/or results of your check
 - Results are available to save or print as a PDF