



Nebraska Adult and Child Abuse and Neglect Registry Request a Check to become a Guardian/Conservator

A person nominated for an appointment as a guardian or conservator will need to request several types of background checks, including Adult and Child Abuse and Neglect Central Registry maintained by the Nebraska Department of Health and Human Services, Division of Children and Family Services.

Plan Ahead. It may take several days to process your request. All request for background checks of registries must be completed in written form. Note: the information which you will receive does not include law enforcement agencies.

1. Address envelopes and correspondence to:

Nebraska Department of Health and Human Services
Children and Family Service, Policy Unit
Attn: Central Registry Checks
PO Box 95026
Lincoln, NE 68509

2. Applicant information **MUST** include:

- Printed first, middle, and last name;
- Social security number;
- Date of birth;
- ALL previously used names;
- Names of children who have lived with the applicant;
- Current address; and
- Previous addresses.

3. You must sign and date the request form and your signature must be notarized.

4. Enclose a self-addressed, stamped envelope when you send in your request form.

5. You will be notified of the results by mail.

- If your name is located (or matched to a name) on the Registry's, the request form will be stamped "Report Found". If a report is found, you will be informed of the process to request your name to be expunged (removed) from the registries.
- If your name is not located on the Registry's, the form will be stamped "No Report Found".
- The information released to you will be current on the day the register check is completed. If there is an open investigation no information will be provided.

PLEASE REMEMBER THAT ALL INFORMATION YOU AND YOUR AGENCY RECEIVE FROM THE CENTRAL REGISTRY IS CONFIDENTIAL AS REQUIRED BY STATUTE AND MUST BE TREATED AS SUCH BY ALL PERSONS WHO HAVE ACCESS TO THIS INFORMATION.

If you have questions concerning the Nebraska Child and Adult Abuse and Neglect Central Registry, please call the Central Office at 402/471-9272.