



INSTRUCTIONS FOR COMPLETING THE RELEASE FORM

Fax Number (402) 742-8330

The State of Nebraska has approved this form; any alteration will invalidate it and will not be accepted.

APS/CPS guarantees faxed results only to requestors who have a dedicated fax. A dedicated fax means the requestor's fax machine does not include a copier, is not used for pay roll, telephone, answering machine or other functions. Fax machine must be set on **FAX ONLY** at all times. Requestors whose equipment cannot meet these guidelines are requested to process documents using the postal service.

- Limit to five pages per fax, waiting five minutes between each attempt.
- All fields are required and must be completed. **If a requested field does not apply to your applicant, please indicate so with "N/A"**. Incomplete or illegible release forms cannot be processed and will be returned with an explanation.
- Applicants 18 years of age or younger must have a parental/guardian signature somewhere on the release form.
- Applicant signatures are valid for a period of six months.

Items Not To Be Faxed:

- Cover Sheets. All requests for background check faxes are received through our computer system; additional sheets use space allotted for release forms only.
- Criminal and/or Sex Offender Background Checks. These are not included in the APS/CPS review and are processed by another agency.
- Child Care Licensing and/or Nurse Registry Forms. These are processed by those specific agencies within DHHS.
- Agency/Facility Human Resource information.
- This instruction sheet.

Submit **ONE** release form per applicant, volunteer, etc. Once submitted an APS and CPS check will be conducted.

Requestors processing their 3, 6, and/or annual review background checks: DO NOT FAX. Please mail to the address below, including a self-addressed, stamped envelope.

Once your request is received, PLEASE ALLOW 2 WEEKS before you contact our office. Do not resubmit a request unless instructed to do so by the State of Nebraska. For any questions please call 402-471-9272.

Children and Family Services Policy Section
APS/CPS Background Checks
3rd Floor
PO BOX 95026
Lincoln, NE 68509