



APS/CPS CENTRAL REGISTRY

PROCEDURES FOR MAILING IN A CENTRAL REGISTRY CHECK

1. Address envelopes and correspondence to: Children and Family Services, Nebraska Department of Health and Human Services, PO BOX 95026, Lincoln, NE 68509.
2. Applicant information **MUST** include:
 - Printed first, middle, and last name;
 - Signature and date;
 - Social security number;
 - Date of birth;
 - ALL previously used names;
 - Current address; and
 - Previous addresses going back twenty years.
3. Please personalize your Release of Information Form by including the name of your law office or agency, address, telephone number, and contact person. Release forms may become separated from the return envelopes, which can delay the return of the request.
4. Enclose a self-addressed, stamped envelope when sending in the release forms.

If the applicant's name is located (or matched to a name) on the Registry, the release will be stamped "Record Found" on the Release of Information Form. If no record is found, the Release will be stamped "No Record Found". Incomplete forms will be stamped "Insufficient Information" and will indicate what further information is required. The information released will be current on the day the registry check is completed but will not reflect any cases which may be under current investigation.

No checks of the Registry may be completed in any other manner than written form. The information you will receive is APS/CPS involvement **ONLY** and does not include law enforcement clearances.

Please plan ahead. It may take several days to complete your request.

**PLEASE REMEMBER THAT ALL INFORMATION YOU AND YOUR AGENCY RECEIVE AS A RESULT OF THE REQUEST
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 any questions concerning the APS/CPS Central register, please contact 402-471-9272