**DMCPS In State Employment or Volunteer Background Check Request**

The purpose of this form is to gather information and authorization to complete a Milwaukee County Child Protective Services (CPS) background check from county administered child protective services data system. CPS information may be released as allowed by Wisconsin Statute Section 48.981(7).

## A separate form must be completed for each individual background check request.

The completed form can be emailed as a scanned document to dcfmbdmcpsrecordsrequests@wisconsin.gov.

You should receive a response from DMCPS staff within 10 business days from the date the request was submitted. Please do not send a duplicate request. If you have not received contact from our staff within 10 working days after the submission of the form, you may send an inquiry email to dcfmbdmcpsrecordsrequests@wisconsin.gov . Be sure to include the person’s name for which you had initially submitted the background check request.

Provision of a Social Security Number (SSN) is voluntary; not providing it could result in an information processing delay.

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| **REQUESTING AGENCY INFORMATION** |
| Information for individual for which the CPS background check is being requested |
| Name of person background check is being completed on: (Last, First, Middle)      | Social Security Number:      | Birthdate:      |
| Provide other legal names (maiden, married, hyphenated names). Also include names used that were not legal changes, alternate spellings of names, and initials used as names, e.g. TJ.      |
| **PURPOSE OF REQUEST** |
| [ ]  | Employment Background Check |  |  |
|  | Agency submitting check for employment:       |
|  | Position applicant is seeking:       |
| [ ]  | Volunteer Background Request Volunteer activity for which check is needed:       |
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| **AGENCY REQUESTING CONTACT INFORMATION** |
| Name of Agency Requesting Information:      | Name – Agency Contact Person:      |
| Telephone Number –Agency Contact Person:      | Email – Agency Contact Person:      |
| Additional Information needed:      |

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| **SIGNATURE** – Representative from agency requesting information |  | Date Signed |

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|       |
| **PRINT NAME** – Representative from agency requesting information |

[ ]  As the representative of the above referenced requesting agency I verify that permission was received from the subject of the CPS Background Check for the Wisconsin Department of Children and Families to share CPS report information with our agency for the purposes of adoption or foster home licensing; employment; or volunteer work. I certify that the information provided in this form is accurate and complete to the best of my knowledge and belief, and submitted as true and correct under criminal penalties per Statute Section 48.981(7)f

## PLEASE NOTE: Wisconsin does not have a child abuse and neglect registry. The data system used by the State of Wisconsin has been fully implemented statewide since January 1, 2005, but there is limited CPS information available in this system. For a complete CPS history check, please contact the CPS agency directly in the county(ies) where the individual lived or worked. If the person lived or worked in Wisconsin prior to 2005 and the dates prior to 2005 must be included in the search results, then the request should be sent to each county CPS agency where the person lived or worked during those dates previous to 2005. Those local office(s) will also complete the statewide search from 2005 to the present time.

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m). Wisconsin Statutes].

## The following web address will provide you with the names and contact information for all CPS agencies in Wisconsin: <https://dcf.wisconsin.gov/reportabuse>

A request via this form that is emailed to dcfmbdmcpsrecordsrequests@wisconsin.gov will include a search of all paper and electronic Milwaukee County-specific CPS background check history, including CPS history prior to the 2005, but will not include CPS history from a non-Milwaukee county prior to 2005.  For CPS history in a non-Milwaukee Wisconsin county before January 1, 2005, the local county must be contacted directly as explained above.

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| **FOR DMCPS OFFICE STAFF USE ONLYRESULTS OF BACKGROUND CHECK DATA SYSTEM FINDINGS** |
| Based on the available information in our automated child welfare data information system, the following information was found. |
| [ ]  | No relevant history after January 1, 2005 for this request was found in the Wisconsin data system. |
| [ ]  | Substantiated information found and is attached. |  |
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| [ ]  | Possible relevant information was found in another county. Please contact county(ies) for verification. County agency contact information can be obtained at <https://dcf.wisconsin.gov/reportabuse> |
| If you have any questions concerning the results of this request, you should follow up with the Wisconsin county CPS agency(ies) associated with the individual. Use of this information is limited and unauthorized disclosure is prohibited by federal and state law, including Wisconsin State Statute Section 48.981(7). Unauthorized disclosure may result in criminal penalties, including 6 months of jail/imprisonment and a $1000 fine under Wisconsin Statute Section 48.981(6). |
|  |  |       |  |
|  | **SIGNATURE** – DMCPS Staff Person |  | Date Signed |