

Child Abuse and Neglect Central Registry Release of Information

All releases and fees should be sent via postal mail to the attention of: **DCF, Child Abuse and Neglect Central Registry, P.O. Box 2637, Topeka, KS 66601.**

Please complete the information below by printing legibly in ink. All requested information is required to process this request. Incomplete information (blank spaces) will result in the release not being processed and returned. The release may be re-submitted with all requested information.

CONFIDENTIALITY: Kansas Department for Children and Family records are confidential. No individual, association, partnership, corporation, or other entity shall willfully or knowingly disclose, permit, or encourage disclosure of the contents of records or reports in violation of the confidentiality requirements of K.S.A. 38-2209. Violation of this statute is a class A nonperson misdemeanor and the court may impose a civil penalty of up to \$1,000.

I, Your name, give permission for the release of any information concerning
(Please print complete first, middle and last name)
myself in the Child Abuse and Neglect Central Registry to:

A. Contact Person: Jon Gerdel	
Agency Name:	Life Patterns, Inc.
Mailing address:	3625 SW 29th St. Ste 202
	Topeka, KS 66614
Phone Number:	(785)273-7189

I understand that all information released will be for the exclusive and confidential use of the above named organization/person/agency. I give permission for the release of any information concerning myself in the Child Abuse and Neglect Central Registry each year while I am employed or associated with the above agency.

Yes No

First, Middle and Last Name:

Your first, middle and last name

Maiden Name: (Female applicant only)

If married please put your maiden name here

Married Names, Nicknames or Other Names Used: (Use N/A if no other names used)

Any married names, or other name(s) you are known by

Date of Birth: Your date of birth (MM/DD/YY)

Race:

Your race

Social Security # Your Social Security Number (xxx-xx-xxxx)

Gender:

Male

Female

Signature:

Your Signature

Date:

The Current Date (MM/YY/DD)

Current Address:

Your Current Address

Each request must be submitted with payment prior to the request being processed. Please attach appropriate fee of \$10.00 per release of information. The following state agencies are exempt from the \$10.00 fee: KDOC-JS (Central Office or Facilities), KNI, Dept. Of Education- Central Office, KDHE, KDADS, State Hospitals, State Correctional Institutions, Tribal Authorities, Attorney General's Office, Kansas School for the Blind, Kansas School for the Deaf, Child Welfare agencies in other states. Sub-contracting agencies are not exempt and will be assessed the \$10.00 fee.

Mentor record checks, i.e. Big Brothers Big Sisters, are exempt from the \$10.00 fee. For a complete list of Mentor Programs, go to: <http://community.ksde.org/Default.aspx?tabid=5194>. If this is a mentor record check, please make sure the box below is checked.

Mentor Program: If yes, please check

If applicable check box.

For Central Registry Use Only

 FEE ATTACHED