

NEW YORK STATE  
OFFICE OF CHILDREN AND FAMILY SERVICES  
**REQUEST FOR STAFF EXCLUSION LIST CHECK**  
Child Day Care Programs

PROGRAM NAME: \_\_\_\_\_

FACILITY ID NUMBER: \_\_\_\_\_

The New York State Justice Center for the Protection of People with Special Needs (Justice Center) maintains a Vulnerable Persons Central Register. That register includes a Staff Exclusion List (SEL) containing the names of individuals who have committed serious acts of abuse. The SEL must be checked as part of the comprehensive background check process for the individuals identified below and on the **OCFS-6000** form.

**Instructions:**

- This form is used to check the Justice Center's (SEL).
- To determine where to submit this form, find the type of program and the individual's position in the list below.

Type of program / Role in the program	Where to submit
Family Day Care, Group Family Day Care and Small Day Care Center (Staff, Volunteers, and Household Members Age 18 and older)	The licensor/registrar of the program
Day Care Center and School-Age Child Care (Directors)	The licensor/registrar of the program
Day Care Center, Legally-Exempt Group Program and School-Age Child Care (Staff and Volunteers)	The director of the program
Legally-Exempt Group Program Directors, Legally-Exempt Informal Child Care (Providers, Staff, Volunteers, and Household Members Age 18 and older)	The Enrollment Agency of the program

If the individual appears on the SEL, a determination will be made whether to hire or allow such a person to have regular and substantial contact with a child in child care programs.

Fill out all information below. Please **PRINT** clearly to avoid delays in processing.

**First name:** \_\_\_\_\_

**Last name:** \_\_\_\_\_

**Middle initial:** \_\_\_\_\_

**Social security number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Date of birth** *Only if no social security number or alien registration number is available:* \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Alien registration number** *Only if no social security number is available:* \_\_\_\_\_

**Position applied for:** \_\_\_\_\_