



After July 1, 2018, no prior version of this form will be accepted.

Background Investigation Unit
1575 Sherman St. 1st Floor
Denver, CO 80203

**FACILITY REQUEST FOR BACKGROUND INVESTIGATION
IN THE CONFIDENTIAL CHILD ABUSE/NEGLECT DATABASE**

Send this request with a check or money order for \$35 payable to CDHS, BIU, and Records & Reports. Mail completed requests to 1575 Sherman St. 1st floor, Denver, CO 80203. Cash payments will not be accepted. Please type. Incomplete, handwritten or unsigned requests cannot be processed and will be returned. Do not send fingerprint cards.

Please indicate the reason for your request: Family Child Care Home Child Care Center Preschool School Age Child Care Center Day Treatment Specialized Group Home RCCF Adoption (one form per couple) Foster Care (one form per couple) NYO Guest Child Care and Camp

The following facility information is completed by the Business Officer:

Facility name: _____ **CDHS License#:** _____
Complete mailing address: _____
Business officer's name & Title: _____ **Phone:** _____
Program email address: _____

Full name of person to be checked: _____
Maiden name and other names used: _____
Birth date: _____ Sex: _____ Race: _____ Social Security #: _____
Current address: _____
Previous address: _____
Phone number: _____

Please select one of the following: Spouse Former Spouse Parent(s) of your children and provide their information below. Add additional names on back of this form.

Full name: _____
Maiden name and other names used: _____
Birth Date: _____ Sex: _____ Race: _____ Social Security #: _____

Please provide your children's, including adult children, full name, birthdate and sex. Additional children may be noted on back of this form. If no children, please indicate "none."

Signature of person being checked: _____ Date: _____
If you are under 18 years of age, your parent or legal guardian must sign this request.

Spouse's signature: _____ Date: _____
For adoption and foster care, both marriage partners must provide signatures for processing this request. If no spouse, please indicate none.

Note: Under penalties of perjury, the information provided is correct and accurate. False or misleading statements may result in criminal prosecution.

