

AUTHORIZATION FOR DCF CPS BACKGROUND CHECK (Central Registry Only)

DCF-3031

7/2022 (Rev.)



I, (Applicant Name): _____ do hereby authorize the Department of Children and Families to research its records and if applicable request out of state checks, to determine whether or not I am on the central registry of persons responsible for child abuse and neglect. I understand that this information may be used to determine my suitability for (check one):

☐ Employment ☐ Day Care ☐ Volunteer ☐ Intern ☐ Mentor ☐ Other

I release the Department of Children and Families from any liability for any damages I may incur because of the release/use of this information.

Name of Agency (requesting background check)

Town of Waterford

Attention:

Christine Walters, HR Director

Address: (No. and Street):

15 Rope Ferry Road

City:

Waterford

State:

CT

Zip:

06385

I submit the following information to assist the Department of Children and Families in their search.

Applicant Last Name:

Applicant First Name:

Middle:

DOB:

Applicant Address: (No. and Street):

Apt. #

City:

State:

Zip:

Start date at current address: (mm/dd/yyyy)

List all previous applicant addresses for the last five years

☐ Check if an additional sheet is necessary, and attached

Address (No. and Street):

Apt. #

City:

State:

Zip:

Dates From:
(mm/dd/yyyy)To
(mm/dd/yyyy)

Other names I have used (including preferred names, maiden, and previous marriages)

☐ Check if an additional sheet is necessary, and attached

Last Name:

First Name:

Middle Name:

Names of ALL children - biological/step (Including adult children in or out of the home)

☐ Check if an additional sheet is necessary, and attached

Last Name:

First Name:

Middle:

DOB:

Gender:

☐ Female ☐ Male ☐ Other

☐ Female ☐ Male ☐ Other

☐ Female ☐ Male ☐ Other

This authorization will expire 180 days after the date of the signature

Applicant Signature:

Date:

Submit at <https://portal.dcf.ct.gov/Portal/Main/#dashboard>. To enroll your agency in the portal, please contact bgc.verification@ct.gov.

For questions or support, please contact the Background Check Unit at bgc.verification@ct.gov.