



GLOUCESTER COUNTY
INSTRUCTIONS FOR COMPLETION OF THE
Virginia Department of Social Services
Central Registry Release of Information Form

Purpose

The Virginia Child Abuse and Neglect Central Registry is mandated by the Virginia Child Protective Law and contains the name of individuals identified as an abuser or neglector in founded child abuse and and/or neglect investigations conducted in the state of Virginia. The findings are made by Child Protective Services staff in local departments of social services and are maintained by the Virginia Department of Social Services. Legal mandates for the Virginia Department of Social Services to provide a Central Registry and a mechanism for conducting searches of the registry are found in § 63.2-1515 of the Code of Virginia.

Read all instructions before completing the form: (Incomplete forms will be returned)

1. Answer all questions completely and accurately by printing clearly in black ink or typing your answers. Failure to complete or print clearly may delay or deny your request. Given the nature of the form and the actions to be taken when received, the **Office of Background Investigations shall not accept forms that have been altered in any fashion.** Forms that contain strike outs, correction tape or white-out will be returned.
2. If a middle name is an initial, indicate "initial only" otherwise, enter a full middle name given at birth.
3. For "other names used" list all previous names; nick names, all previous married names, legal name changes, changes due to adoption, etc. Circle appropriate title description on the form.
4. If the answer to any question is none, write "N/A".
5. Sign the Central Release of Information Form in the presence of an official Notary Public. Each request form must be notarized. Only original signatures will be accepted. No copies of the form will be accepted.
6. If additional space is needed to complete the form (i.e. providing information on addresses, spouses, and children) attach an 8x11 sheet of paper along with your completed form.
7. Return your completed form and additional sheets (if used) to your contact in the department you wish to volunteer with.
8. Search results are not transferable and are not considered official beyond the requesting agency or individual.
9. Gloucester County is committed to protecting the welfare and safety of our children. Therefore, by completing the information I am authorizing Gloucester County to conduct a national criminal background screening and a Social Services Central Registry check for the purpose of consideration for volunteer service.

A fillable **VA Department of Social Services Central Registry Release of Information Form** is located on this site