North Carolina Department of Health and Human Services | Division of Social Services
Request for Confidential Information Regarding Child Abuse, Neglect and/or Dependency

Agency Information:
Name of Agency: _____

Name/Signature of Authorized Requestor: _____

Address: _____

Phone: _____ Email: _____

Submit request on agency letterhead via email to
NC.CW.RILCHECKS@DHHS.NC.GOV

Purpose of Request (check one):
□ To aid in the completion of an open CPS investigation or ongoing case management services;
□ To assist with an open-court case resulting from abuse and neglect;

Persons to be Checked:
*Race: White=W, Black or African American=B, American Indian or Alaskan Native=AI or AN, Asian=A, or Native Hawaiian or other Pacific Islander-PI
**Ethnicity: Hispanic or Latino = H, or Not Hispanic or Latino = NH

| Child First Name | M.I. | Child Last Name | DOB | Sex | *Race | **Ethnicity | Last 4 of SSN |
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| Caretaker First Name | M.I. | Caretaker Last/Maiden Name | DOB | Sex | *Race | **Ethnicity | Last 4 SSN |
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Response by NC DHHS | Division of Social Services:
□ There is no information available based on the information provided.
□ Your request cannot be processed based on the information supplied.
□ North Carolina is a state-supervised and county-administered system, with individual case records located at the local county level. Please contact:

| County Name | County Phone | County Address |
|---|---|---|
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NCDHHS Staff _____ Date _____

Child Welfare Services
**G.S. § 7B-311 mandates that information in the Central Registry shall be confidential, except as permitted by law. It is unlawful for any person who is authorized to receive information from the Central Registry to release that information to anyone. Your signature below certifies that you are authorized to request this information and indicates that you will not re-disclose this information unless directly connected to mandated responsibilities. NOTE: According to NC law, this form may not be used for Adam Walsh related clearances to approve prospective foster or adoptive applications. Instead, please use the DSS-5268.**