



IDAHO DEPARTMENT OF HEALTH & WELFARE

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Requests for Idaho Child Protection Central Registry Checks For Foster Care & Adoption Adam Walsh Child Protection and Safety Act

Idaho's Central Registry is mandated by the Child Protection Law and is a list of names of individuals for whom an incident of abuse, abandonment, or neglect has been substantiated. The Adam Walsh Child Protection and Safety Act requires states to check any child abuse and neglect registry for information regarding any prospective foster and adoptive parent, and other adults living in a prospective foster and adoptive parent's home. **Note:** Any information released under this act may not be used for any other purposes.

Request Instructions:

1. Requests must be on letterhead stating the reason for the request (e.g., foster home licensing, adoptive placement).
2. Requests must include the following information on individuals for which Central Registry checks are being requested:
 - a. Name(s) of the subject(s) of the search, including all previous names.
 - b. Date of birth of the subject(s).
 - c. Social Security number of the subject(s) (if known).
 - d. Addresses while a resident of Idaho (if known).
 - e. Signed and notarized release specifically authorizing the State of Idaho to release information.

NOTE: The requesting agency must use the Criminal History Unit's specific release of information form as support for their request.
3. Name and title of individual requesting the information.
4. Contact information of the requestor (e.g., phone and fax numbers, address, etc.)
5. Requests may be sent via U.S. mail, e-mail w/release or by FAX.
6. Registry check fees are \$20.00 per person. Payment must be made at the time of request with a check or money order unless the agency has previously been approved for invoicing. Invoicing is available to agencies that have a high volume of requests; a minimum of 10 registry checks per calendar year is required to set up invoice services for the agency.
7. Any incomplete requests will be returned to sender.

Send Requests To:

Idaho Department of Health and Welfare

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Boise ID 83704

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