



**DCYF CENTRAL REGISTRY NAME SEARCH AUTHORIZATION
RELEASE OF INFORMATION TO THIRD PARTY
INSTRUCTIONS**

According to NH State Statute (RSA 169-C:35) it shall be unlawful for any employer other than those specified in RSA 170-E and RSA 170-G:8-c to require as a condition of employment that the employee submit his or her name for review against the central registry. Any violation of this stipulation shall be punishable as a violation.

DCYF requires that the individual whose name is being run through the Central Registry be aware that their name is being checked. In some circumstances a third party may submit the form on the individual's behalf but the form must be completed by the individual and their signature must be notarized.

**Central Registry Checks
Third Party
OUT-OF-STATE**

Under NH law the only out-of-state entities that may request a third party check are:

Another state's child welfare agency (Foster and Adoption purposes);

A private adoption agency, or

Child Care Development Fund (CCDF) Lead Agency.

<https://www.acf.hhs.gov/occ/resource/ccdf-grantee-state-and-territory-contacts>

**HOW DO I REQUEST A
SEARCH?**

Complete this form.

Have the individual whose name is being checked sign the form authorizing the check.

Have the form notarized by an official notary public.

Mail to:

State of New Hampshire
Division for Children, Youth and Families
Central Registry
129 Pleasant Street
Concord, NH 03301

The completed form with a cover letter that explains the purpose for the check and a self-addressed, stamped envelope.

* CCDF Lead Agency

For Child Care Providers please understand the form will NOT be returned to you. It may only be returned to your state's lead agency

No information regarding unfounded involvement with the Division will be shared.

**** If you are not an authorized third party in NH we cannot provide you with the results. You will be notified in writing, and the results will be sent to the individual.**