

Instructions for completing the Central Registry Check - Child Abuse or Neglect Check (CAN)

Print the directions for completing the Child Abuse or Neglect Check form and review carefully.

Print the attached form (both pages). Should you make a mistake, do not cross items out or make erasure marks. You should start a new form. Use black or blue ink to complete the form.

On page 1:

The top section of the form has been completed for you.

In the Personal Information section, print legibly, your first, middle, maiden/nickname, last name. List your Sex; Race; Date of Birth; and Social Security number.

Leave the Date of Initial Hire **BLANK**.

List your present street address, city, state, and zip code. List your previous addresses for the last five years. Be sure to include your previous street address, city, state, and zip code. If there is not sufficient room for listing all of your previous addresses, you should use another piece of paper.

On page 2:

Read all statements above the signature line carefully. Sign your full name legibly using blue or black ink. List the date you signed the form in front of a witness. Your witness must also sign his/her name legibly in blue or black ink.

Do not alter or fill in the remaining part of the form. The **Results of Child Abuse or Neglect Check** portion is for official use only, leave it blank.

Make a photocopy of your driver's license, Social Security card, or birth certificate. Include the copy with a check or money order made payable to the Kentucky State Treasurer in the amount of ten dollars \$10.00. Mail the completed form (pages 1 and 2), check or money order, photocopy of your driver's license, Social Security card, or birth certificate to:

Cabinet for Health and Family Services
Department for Community Based Services
Records Management Section
275 East Main St., 3E-G
Frankfort, KY 40621

SAVE A COPY OF THE COMPLETED FORM FOR YOUR RECORDS.