



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 individual(s), including all previous names
 - b. Date of birth.
 - c. Social Security number (if known).
 - d. Address while a resident of Idaho (if known).
 - e. Signed and notarized release specifically authorizing the State of Idaho to release information.
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/ attached release or by FAX.
6. A \$20.00 fee per registry check will be charged to the requesting State agency. Payment can be made at the time of request, or, we will invoice your 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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