



**DEPARTMENT of CHILDREN and FAMILIES**  
*Making a Difference for Children, Families and Communities*



Vannessa L. Dorantes  
 Commissioner

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 Governor

**POLICY BULLETIN**  
**2021-06**

<b>Section and Title</b>	Universal Background Check Request Form
<b>Related Practice Guides</b>	N/A
<b>Forms</b>	DCF-004, Background Check Request Form DCF-004 Instructions, Universal Background Check Request Form
<b>Effective Date</b>	August 11, 2021
<b>Target Audience</b>	All DCF Staff
<b>Purpose</b>	This form is intended to serve as a universal background check request for FASU and CPS staff. This form replaces all current versions of background check forms.
<b>Distribution and Review Process</b>	Via All Staff Email
<b>Sunsetted Policy and Forms</b>	DCF-005, "Background Searches" DPS-NCIC Request for Criminal Records Search (all versions of unofficial forms) DCF-2113, "request for Criminal Records (all versions)"