

**Instructions for
Mississippi Department of Human Services
Child Protection Historical Background Records Search**

Purpose: This form is for use by another State Child Protection Agency for the purpose of requesting a Child Protection Historical background Records Search (also referred to as a records check), on individuals who are currently being investigated in that state because of a report of child abuse/neglect, and the family is reported to have previously lived in this state of Mississippi, and the search is conducted to determine if a prior history exists. Requests may be made by mail, email, or by fax.

Instructions: The State Child Protection Department Representative requesting the Historical Background Records search must submit (1) one original form per family to be searched.

When submitting requests by fax, the following information and document must be included with the search form. The needed information/document when faxing may be attached to the fax transmittal sheet for prompt delivery.

1. The state agency's official fax transmittal sheet with the fax number to transmit the search results.
2. The contact name and title of the agency worker making the records search request.
3. A **photo copy** of the State issued employee identification badge of the agency worker making the request.
4. An **office telephone number** for the agency worker making the records search request provides quicker contact if there are questions.
5. The form may be printed from the web and may be typed or printed in black or blue ink. When submitting a Historical Background records Search form by mail, the requestor **must** include an appropriate postage paid self addressed envelope to return search results. requests can be mailed to:

**Mississippi State Department of Human Services
Division of Family and Children's Services, Protection Unit, Child Protection Historical Records Search
Post Office Box 352
Jackson, MS 39205-0352**

Requesting Agency Information

Name of State Child Welfare Dept: Enter the name of the State Child Protection Department making the request for the Historical Record Search.

Contact Name and Title: Enter the name of the State Child Protection Worker making the request for the Historical Record Search.

Mailing Address: Enter the complete mailing address of the State agency.

Phone Number: Enter the area code and telephone number to the desk of the CPS Worker making the request for the Historical Records Search.

Fax Number: Enter the area code and fax number at the State agency where the results of the Historical Records Search may be transmitted.

E-mail: Enter the E-mail address of the CPS Worker making the request on behalf of the State agency.

Reason for this Request

Signature of State Representative: This signature affirms that this request is made due to an open CPS Investigation on the family listed below.

Family Being Investigated: Type or print the names of all case/family members to be included in the Historical Records Search. For additional space, a sheet of paper may be used to include all family members identifying information.

Enter the name of the case head, adults and children, date of birth, **nine digit Social Security Number**, and sex of all names to be included in the Historical Records Search. If additional space is needed to record name, you may use a single sheet of paper to add the additional names and other identifying information.

MDHS State Office DFCS Response: This space is to be used by MDHS/DFCS Workers to record the results/findings of the Historical Records Search.

No Information Found: When the results of the search reveal no information found, the MDHS/DFCS Worker will check the No Information Found check box, and the Child Protection Historical Record Search form will be returned to the requestor by the same method received.

Information Found: When the results of the search reveal information found, the MDHS/DFCS Worker will print a copy of the investigation report from MACWIS, place a check in the Information Found check box and the Investigation Report Attached check box, and the Child Protection Historical Records Search form and the report will be returned to the requestor by the same method received.

Note: The Child Protection Historical Records Search form will be approved by date and signature of the Protection Unit Director II or designee before the information is sent to the requestor.