

Request for Alleged Perpetrator Search of Ohio's SACWIS Registry on Child Abuse and Neglect Frequently Asked Questions

SACWIS Registry Search Requests

Who Can Request a Search?

If you are interested in submitting a search request and you are:

1. An individual who wants a search of the Ohio SACWIS Registry to confirm if your name is listed in the SACWIS Registry.
2. An employee of an out-of-state public children services agency seeking SACWIS Registry information to assist with an active child protective services case.
3. An Ohio or out-of-state non-child care employer seeking to obtain SACWIS Registry searches for prospective or current employees or other (e.g., interns and volunteers).
4. An employee of an out-of-state public or private children services agency seeking SACWIS Registry information for use in approving individuals for foster parenting and/or domestic (U.S.) or international adoptions.

How to Request a Search?

To submit a SACWIS Registry Search Request via OSAPS: <https://ap.jfs.ohio.gov>.

SACWIS Registry Searches for Individuals

What are the appropriate documents to submit for the SACWIS search?

You will need **two forms of identification** for your SACWIS search.

One form of identification that confirms your Social Security Number (only one of the following):

- A copy of your official Social Security card issued by the Social Security Administration.
- A copy of your most recent W-2 wage and tax statement, displaying full nine-digit Social Security Number. Wage and tax details may be crossed out on the W-2 form; **your name and nine-digit Social Security Number** is all that needs to be revealed on the statement.
- A Social Security Administration 1099 form that displays your nine-digit Social Security Number but must not be handwritten.

Your second form of identification must include one of the following:

- Standard DL-ID or Compliant DL-ID Driver License or State Identification card.

- Birth Certificate.
- U.S. Visa (travel passport).

My Social Security card has been lost or stolen. What other ID is acceptable for a SACWIS Registry search for my name?

SACWIS Registry searches include your nine-digit Social Security number. To ensure your correct social security number is being searched, documentation of your Social Security card number is required to be submitted with your SACWIS Registry Search Request. If your Social Security card has been lost or stolen, you may request a new card at www.ssa.gov. See <https://faq.ssa.gov/en-US/> for answers to Frequently Asked Questions about Social Security cards.

Other acceptable documentation to confirm your Social Security number includes the following:

- A copy of your most recent W-2 wage and tax statement, displaying full nine-digit Social Security Number. Wage and tax details may be crossed out on the W-2 form; **your name and nine-digit Social Security Number** is all that needs to be revealed on the statement.
- A Social Security Administration 1099 form that displays your nine-digit Social Security Number but must not be handwritten.

Instructions state I should provide my home addresses for the last ten years. Do I need to report Ohio addresses if I lived there more than ten years ago?

Yes, please report all Ohio home addresses no matter the dates you lived here.

How long will it take to receive my SACWIS search results?

Searches are processed in the order received and you should allow 30 days for results to be returned. Please be advised, search results are sent directly to you.

How do I receive my results?

You will receive an email alerting you that your results letter is available for your review via your OSAPS account.

Can SACWIS search results be returned via telephone?

No, SACWIS search results are returned to you only by e-mail.

What information will be included in my SACWIS Registry search results?

The SACWIS Registry search will reveal whether you have been named an Alleged Perpetrator for a substantiated or indicated report of child abuse or neglect.

- If the SACWIS Registry search reveals there are no reports associated with your name as an Alleged Perpetrator of a substantiated or indicated disposition of child abuse and/or neglect, you will receive a letter confirming there is “No Match.”
- If the SACWIS Registry search reveals a report(s) associated with your name as an Alleged Perpetrator of a substantiated or indicated child abuse and/or neglect, you will receive a letter confirming your role as an Alleged Perpetrator, the date of the report, the type of allegation, the case disposition, and the county public children services agency that conducted the investigation.

When will the indicated and/or substantiated child abuse and/or neglect disposition be removed from my record in SACWIS?

You will need to contact the Public Children Services Agency listed on your SACWIS search results letter to inquire about the agency’s policies for appealing or filing a grievance about a child abuse or neglect disposition. Only the PCSA that conducted the investigation can make any changes to a report disposition. There is no process in place that allows automatic expunction of a

report from SACWIS.

How do I request a criminal records check?

Criminal records are held in the Ohio Attorney General's Office, Bureau of Criminal Investigations, Identification Division. Call 877-224-0043 or click on the following link [Requesting Your Own Criminal Records - Ohio Attorney General Dave Yost](#) or website <http://ohioattorneygeneral.gov/Individuals-and-Families/Consumers/Requesting-Your-Own-Criminal-Records> for instructions on how to request a criminal record check.

SACWIS Registry searches for Out-of-State Public or Private Agencies

What are the appropriate documents to submit for the SACWIS search?

An agency will need to submit **two forms of identification** and a **signed consent** from the subject of the SACWIS search.

One form of identification that confirms your Social Security Number (only one of the following):

- A copy of your official Social Security card issued by the Social Security Administration.
- A copy of your most recent W-2 wage and tax statement, displaying full nine-digit Social Security Number. Wage and tax details may be crossed out on the W-2 form; **your name and nine-digit Social Security Number** is all that needs to be revealed on the statement.
- A Social Security Administration 1099 form that displays your nine-digit Social Security Number but must not be handwritten.

Your second form of identification must include one of the following:

- Standard DL-ID or Compliant DL-ID Driver License or State Identification card.
- Birth Certificate.
- U.S. Visa (travel passport).

A consent document must be created by your agency and signed by the subject of the search.

- Criteria for the consent document includes:
 - The full name of the individual to be searched.
 - Name, address, and contact information of the agency making the request.
 - Who and where the results should be returned?
 - Confirmation that the individual has read the statement and understands the nature of the search to be conducted.
 - Confirmation that the individual had ample opportunity to ask questions.
 - Confirmation that the individual is competent to consent to the search being completed.
 - Confirmation that the individual expressly authorizes ODJFS to release the search results to the agency.
- The Sample Consent Form <https://jfs.ohio.gov/ocf/OSAPS-SampleConsentForm.stm>

What information will be included in the Ohio SACWIS Registry search results?

The SACWIS Registry search will reveal whether an individual has been named an Alleged Perpetrator for a substantiated or indicated report of child abuse or neglect.

- If the SACWIS Registry search reveals there are no reports associated with an individual's name as an Alleged Perpetrator of a substantiated or indicated disposition of child abuse and/or neglect, the agency will receive a letter confirming there is "No Match".
- If the SACWIS Registry search reveals a report(s) associated with an individual's name as an Alleged Perpetrator of a substantiated or indicated child abuse and/or

neglect, the agency will receive a letter confirming the individual's role as an Alleged Perpetrator, the date of the report, the type of allegation, the case disposition, and the county public children services agency that conducted the investigation.

Child Care Requests

How do I request a search for Child Care?

Individuals can request a background check through the Ohio Professional Registry (OPR) at <https://registry.occrra.org/user/login>. The individual must first create a profile and then request a background review.

For out of state individuals when submitting the background check request, please select “**Out of State/Former Ohio Resident**” as the reason for the request. Also, use the free text box where you may include additional information for processing to tell us if you would like the check to go to your state agency. For example, ‘Please send results to anystate@gmail.gov’.

The result letter will only be **emailed** to the individual or a State Agency, the employee will be able to forward the result letter to their employer to keep on file.

Inquiries may be sent to **E-mail** CCBackgroundCheck@jfs.ohio.gov

CONTACT INFORMATION	
<p>Ohio SACWIS Registry on Child Abuse and Neglect Office of Families and Children Bureau of Child & Adult Protection</p> <p>e-mail: OSAPSRequest@jfs.ohio.gov Telephone: 614-752-1298 Fax: 614-728-6726</p>	<p>Background Checks for Child Care and Day Camp Employees Office of Family Assistance Bureau of Child Care Licensing and Monitoring</p> <p>Register at Ohio Professional Registry: https://registry.occrra.org/user/login Telephone: 1-877-302-2347 (Opt. 4)</p>
<p>Ohio's SACWIS Alleged Perpetrator Search (OSAPS) Instructions Requests by Individuals:</p> <p>http://jfs.ohio.gov/ocf/OSAPS-UserGuide-Individual.stm</p> <p>Requests by Public and Private Agencies:</p> <p>http://jfs.ohio.gov/ocf/OSAPS-UserGuide-OutofState.stm</p>	<p>BCI Criminal Records / FBI Search / Fingerprint Checks</p> <p>Ohio Attorney General's Office, Bureau of Criminal Identification Website: http://www.ohioattorneygeneral.gov/Business/Services_for_Business/WebCheck Telephone: 877-224-0043</p>

<p style="text-align: center;">To report suspected Child Abuse or Neglect: Telephone:</p> <p style="text-align: center;">1-855-OH-CHILD (1-855-642-4453)</p>	<p style="text-align: center;">To report suspected Adult Abuse or Neglect: Telephone:</p> <p style="text-align: center;">1-855-OH-APS (1-855-644-6277)</p>
<p style="text-align: center;">Ohio County Public Children Services Agency Directory: http://www.pcsao.org/membership/ agency-directory</p>	<p style="text-align: center;">ADAM WALSH STATE CONTACTS FOR CHILD ABUSE REGISTRIES https://www.adoptuskids.org/for- professionals/interstate-adoptions/state- child-abuse-registries</p>

TYPES OF SEARCHES

Ohio SACWIS Registry on Child Abuse and Neglect Searches:

Who can request searches:

Intended for individuals or children services agencies seeking information about the status of individuals' names on the SACWIS Registry.

How searches are processed:

Searches are processed by the Office of Families and Children, Bureau of Child and Adult Protection; e-mail address, OSAPSRequest@ifs.ohio.gov

Telephone, 614-752-1298.

Background Checks for Child Care Employment:

Who can request searches:

Intended for Ohio or out-of-state employers seeking information about an individual's eligibility for child care employment.

How searches are processed:

Searches are processed by the Office of Family Assistance, Bureau of Child Care Licensing and Monitoring. Individuals can request a background check through the Ohio Professional Registry (OPR) at <https://registry.occrra.org/user/login>. The individual must first create a profile and then request a background review. Child Care e-mail, CCBackgroundCheck@ifs.ohio.gov.

Telephone, 877-302-2347, Option 4.

BCI Criminal Records Checks:*Who can request searches:*

Intended for individuals, Ohio or out-of-state agencies seeking information about an individual's criminal records history.

How searches are processed:

Searches are processed by the Ohio Attorney General's Office, Bureau of Criminal Identification (BCI).

Website: <http://www.ohioattorneygeneral.gov/Business/Services-for-Business/Webcheck>

See also Frequently Asked Questions about BCI Background Checks at:

<http://www.ohioattorneygeneral.gov/FAQ/Background-Check-FAQs.aspx>

Telephone 877-224-0043.