

# *Request for Alleged Perpetrator Search of Ohio's SACWIS Registry of Child Abuse and Neglect*

Ohio's SACWIS Registry of alleged perpetrators of Child Abuse and Neglect is a confidential database containing allegations of reports of child abuse and neglect and the parties involved. Information contained in the SACWIS Registry is highly confidential and released only under strict guidelines set forth in federal and state rules and law.

SACWIS Registry search confirms whether an individual has been named an Alleged Perpetrator for a Substantiated or Indicated report of child abuse or neglect. If the search reveals there are no reports associated with the individual's name as an Alleged Perpetrator of child abuse or neglect, a "No Match" letter is provided. If the search reveals a report(s) associated with the individual's name as an Alleged Perpetrator of child abuse or neglect, a "Match" letter is provided. The "Match" letter confirms the individual as an alleged perpetrator and provides the date of each report, along with the allegation, case disposition (substantiated or indicated), and the county public children services agency who conducted the investigation.

Ohio Administrative Code rule 5101:2-33-21, *Confidentiality and Dissemination of Child Welfare Information*, allows an individual or a children services agency to request a search of the SACWIS registry and receive information about the status of an individual's name on the Ohio SACWIS Registry.

## **Submitting a SACWIS Registry Search Request:**

### Child Care Requests

**Individuals or agencies seeking background checks for current or prospective child care providers must submit requests through ODJFS, Office of Family Assistance, Bureau of Child Care Licensing and Monitoring. E-mail [CCBackgroundCheck@jfs.ohio.gov](mailto:CCBackgroundCheck@jfs.ohio.gov) or call 877-302-2347, Option 4.**

The request must be submitted on form JFS 01175, *Request for a Background Check for Child Care*.

pdf version <http://www.odjfs.state.oh.us/forms/num/JFS01175/pdf/>

word version <http://www.odjfs.state.oh.us/forms/inter.asp>. Enter 01175 in the Search box.

Additional information can be found under CHILD CARE PROVIDER EMPLOYMENT:

[http://jfs.ohio.gov/cdc/Background\\_Check\\_Process.stm](http://jfs.ohio.gov/cdc/Background_Check_Process.stm)

### Non-Child Care Requests

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 is his/her name is listed in the SACWIS Registry.
2. An employee of an out-of-state children services agency seeking SACWIS 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.
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.

Complete and sign the SACWIS Registry Search Request form ([link to form](#)). The request must be accompanied by a government-issued document that confirms your Social Security number and one other form of appropriate ID.

**Appropriate documents to confirm your Social Security Number include the following:**

- A copy of your official Social Security card issued by the Social Security Administration.
- A 2017 or 2018 W-2 wage and tax statement, displaying full Social Security Number. Wage and tax details may be crossed out on the W-2 form; your name and 9-digit Social Security Number is all that needs to be revealed on the statement.
- A Social Security Administration 1099 form that displays your completed Social Security Number, but must not be handwritten.
- A receipt from the from the Social Security Administration that you have applied for a new or replacement Social Security card. The receipt will display your 9-digit Social Security Number.

**Appropriate documents to submit for your second form of identification include the following:**

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

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Requests must include copies of two appropriate IDs, as noted above and submitted via United States Postal Service or E-mail.

<b>Email:</b>	United States Postal Service:	Overnight Delivery Address (USPS, Fed Ex, UPS):
<a href="mailto:SACWIS_Registry_Request@jfs.ohio.gov">SACWIS Registry Request@jfs.ohio.gov</a>	SACWIS Registry Search Request	Ohio Department of Job and Family Services
<b>Subject Line: Last Name, AP Search Request</b>	Ohio Department of Job and Family Services P.O. Box 183204 Columbus, OH 43218-3204	SACWIS Registry Search Request 4200 E. Fifth Avenue, 2 <sup>nd</sup> Floor Columbus, OH 43219

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Searches are processed in the order received and the individual should allow 30 days for results to be returned. Please be advised, search results are sent directly to the individual. **Search results cannot be returned to a third party; e.g., an employer.**

## **Frequently Asked Questions about SACWIS Registry searches for individuals:**

### **1. *What information will be included in my SACWIS Registry search results letter?***

SACWIS Registry searches 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 searches reveals there are no reports associated with your name as an Alleged Perpetrator of a substantiated or indicated disposition of child abuse 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 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 who conducted the investigation.

### **2. *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 9-digit Social Security number. To ensure your correct social security number is being searched, documentation of your Social Security card 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](http://www.ssa.gov). See <https://faq.ssa.gov/en-US/> for answers to Frequently Asked Questions about Social Security cards.

### **3. *I am not eligible for a Social Security card (e.g., I am not a U.S. citizen, age 18 years or older with a U.S. mailing address). What other ID s acceptable for a SACWIS Registry search for my name?***

An explanation addressing why you are not eligible for a social security card is required on the search request form. Upon submission and processing of the request form, you will be contacted by ODJFS SACWIS Registry staff to determine the available identification you will need to submit to complete the SACWIS registry search.

### **4. *How do I request a criminal records check for my name?***

Criminal records are held in the Ohio Attorney General’s Office, Bureau of Criminal Investigations, Identification Division. Call 877-224-0043 for instructions on how to request a criminal record check for you name.

## **Frequently Asked Questions about SACWIS Registry searches for out-of-state public or private children services agencies seeking SACWIS Registry information for use in approving individuals for foster parenting, domestic or international adoption or for an adult resident of a foster or adoptive home.**

### **1. *What information will be included in Ohio SACWIS Registry search results for a prospective foster or adoptive parent?***

SACWIS Registry search confirms whether an individual has been named an Alleged Perpetrator for a Substantiated or Indicated report of child abuse or neglect. If the search reveals there are no reports associated with the individual’s name as an Alleged

Perpetrator of child abuse or neglect, a “No Match” letter is provided. If the search reveals a report(s) associated with the individual’s name as an Alleged Perpetrator of child abuse or neglect, a “Match” letter is provided. The “Match” letter confirms the individual as an alleged perpetrator and provides the date of each report, along with the allegation, case disposition (substantiated or indicated), and the county public children services agency who conducted the investigation.

**2. *Can SACWIS search results be returned via telephone?***

No. SACWIS search results are returned only by e-mail or fax.

## CONTACT INFORMATION

<p style="text-align: center;"><b>Ohio SACWIS Registry on Child Abuse and Neglect</b> Office of Families and Children Bureau of Child &amp; Adult Protection</p> <p style="text-align: center;">e-mail: <a href="mailto:SACWIS_Registry_Request@ifs.ohio.gov">SACWIS_Registry_Request@ifs.ohio.gov</a> Telephone: 614-752-1298 Fax: 614-728-6726</p>	<p style="text-align: center;"><b>Background Checks for Child Care and Day Camp Employees</b> Office of Family Assistance Bureau of Child Care Licensing and Monitoring</p> <p style="text-align: center;">e-mail: <a href="mailto:CCBackgroundCheck@ifs.ohio.gov">CCBackgroundCheck@ifs.ohio.gov</a> Telephone: 1-877-302-2347</p>
<p style="text-align: center;"><b>Ohio SACWIS Registry Search Request Form</b> <b>(<a href="#">link to form</a>)</b></p> <p style="text-align: center;">SACWIS search requests should be submitted to: <a href="mailto:SACWIS_Registry_Request@ifs.ohio.gov">SACWIS_Registry_Request@ifs.ohio.gov</a></p>	<p style="text-align: center;"><b>BCI Criminal Records / FBI Search / Fingerprint Checks</b></p> <p style="text-align: center;">Ohio Attorney General's Office, Bureau of Criminal Identification Website: <a href="http://www.ohioattorneygeneral.gov/Business/Services_for_Business/WebCheck">http://www.ohioattorneygeneral.gov/Business/Services_for_Business/WebCheck</a> Telephone: 877-224-0043</p>
<p style="text-align: center;"><b>To report suspected Child Abuse or Neglect:</b> Telephone:  1-855-OH-CHILD (1-855-642-4453)</p>	<p style="text-align: center;"><b>To report suspected Adult Abuse or Neglect:</b> Telephone:  1-855-OH-APS (1-855-644-6277)</p>
<p style="text-align: center;"><b>Ohio County Public Children Services Agency Directory:</b> <a href="http://www.pcsao.org/membership/agency-directory">http://www.pcsao.org/membership/agency-directory</a></p>	<p style="text-align: center;"><b>ADAM WALSH STATE CONTACTS FOR CHILD ABUSE REGISTRIES</b> <a href="https://www.adoptuskids.org/for-professionals/interstate-adoptions/state-child-abuse-registries">https://www.adoptuskids.org/for-professionals/interstate-adoptions/state-child-abuse-registries</a></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, [SACWIS\\_Registry\\_Search@jfs.ohio.gov](mailto:SACWIS_Registry_Search@jfs.ohio.gov).

Telephone, 614-752-1298.

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**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; e-mail, [CCBackgroundCheck@jfs.ohio.gov](mailto:CCBackgroundCheck@jfs.ohio.gov).

Telephone, 877-302-2347.

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**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.