

You have inquired about information for how an individual has their name removed from the Child Protection Central Registry.

Please Note: Pursuant to IDAPA 16.06.01.566 an individual whose name appears on the Child Protection Central Registry with a designation of either Level (2) or Level (3), may request their name be removed from the Child Protection Central Registry **after the minimum period of time has passed**. The minimum time period for a level (3) designation is five (5) years from the date of the substantiation and for a level (2) designation is ten (10) years from the date of the substantiation. An individual whose name appears with a Level (1) designation is not eligible to request their name be removed from the registry.

First, you will want to make sure that you are eligible to be removed. If you do not know if you are eligible to be removed your first step will be to mail in a letter requesting to know what level you are on the Child Protection Registry and when you will be eligible to have your name removed. Send this letter to:

**Division Administrator
Division of Family and Community Services
450 West State Street; 5th Floor
P.O. Box 83720
Boise, Idaho 83720-0036**

When you know that you are eligible to be removed, in order to proceed, you must complete the following and send it to the address above:

1. You must submit in writing a request to have your name removed from the Child Protection Central Registry. Include your name, mailing address and telephone number.
2. You must submit a list of the states in which you have been a resident since the time you were placed on the Child Protection Central Registry in Idaho. This should also include your full legal name and all former names, your date of birth, and social security number. (See Child Protection Central Registry Information Form enclosed.)
3. You must **submit fingerprint based criminal history checks** for every state in which you have been a resident since the time you were placed on the Child Protection Central Registry in Idaho. The Department's Criminal History Unit background check cannot be used for this purpose. Idaho Administrative Rule 16.06.01.566.03 states "it is the responsibility of the petitioner to request, pay for, and obtain these criminal history checks and submit them to the Department."
 - a. You may obtain a fingerprint based criminal history check through the Idaho State Police. Please contact your nearest Idaho State Police station for information as to how to obtain this check through them. You can also visit their website at <https://www.isp.idaho.gov>.
 - b. This criminal history check cannot be dated more than 30 days before you submit your request. In other words, your criminal history check cannot be more than 30 days old when we receive it.
4. You must **submit Child Protection Central Registry checks** for every state, besides Idaho, in which you have been a resident since the time you were placed on the Child Protection Central Registry in Idaho. The Department will check Idaho's Child Protection Central Registry for you. Idaho Administrative Rule 16.06.01.566.03 states "it is the responsibility of the petitioner to request, pay for, and obtain these criminal history checks and submit them to the Department."

Child Protection Central Registry Information Form

Print Full Legal Name _____

Print All Former Names (Maiden, AKA, Etc)

Date of Birth _____ Social Security Number _____

You must submit a listing all the states in which you have been a resident since the time you were placed on the Child Protection Central Registry in Idaho.

City, County, State

Dates of Residence

_____	From _____	To _____
_____	From _____	To _____
_____	From _____	To _____
_____	From _____	To _____
_____	From _____	To _____
_____	From _____	To _____

The information provided on this form is true and correct to the best of my knowledge. I also understand that any fraud, misrepresentations, or omissions in my answers may result in a denial of my petition for removal from the Child Protection Central Registry.

Signature _____

Date _____