

**CONSENT TO RELEASE INFORMATION FROM THE
Child Protective Services System Central Registry**

ORIGINAL REQUESTS MUST BE MAILED. FAXES WILL NOT BE ACCEPTED.

INSTRUCTIONS

The "Consent to Release Information from the Child Protective Services System Central Registry" form is to be completed by individuals who are requesting the release of child abuse and neglect information from the Child Protective Services System Central Registry.

The information released by the Department of Human Services is restricted to confirmed cases of child abuse or neglect in which an individual was confirmed as the perpetrator of child abuse or neglect.

By completing this form, the individual gives the Department of Human Services consent to conduct a Child Protective Services System Central Registry check and to release the information to the individual or to another individual or organization as specified by the requesting individual.

PRINT CLEARLY OR TYPE THE REQUESTED INFORMATION. The request may be returned for clarification if the information is not clear, which will delay the completion of your request. Be sure to sign and date the form and **mail the original form** to:

Department of Human Services
Child Welfare Services Branch
Statewide Child Welfare Services Section
420 Waiakamilo Road, Suite 300A
Honolulu, Hawaii 96817.

A copy is to be provided to the individual requesting the Child Protective Services System Central Registry check.

Copies of the instruction sheet and the consent form can be duplicated as needed.

If you have any questions, please email cgoss@dhs.hawaii.gov