



## What is a CPR form and how do I fill it out?

CPR stands for Child Protection Register. The Child and Family Services Agency of DC uses this form to check a person's background for allegations of child abuse and neglect. The following information is intended to assist you as you fill out this form. Please don't hesitate to reach out to the volunteer coordinator if you have any questions or need further assistance.

- Part I: Applicant Source and Type
  - Source: Private Agency CASA for Children of DC
  - Type: Applicant/New Hire
- Part II: Applicant Information
  - Please make sure to include your middle name. If you do not have a middle name, please write *No Middle Name*.
- Part II: Applicant Residency
  - Make sure to include all residences going back to 1997. If you need help with this, credit reports are a great way to track down old addresses. You can attach another page of addresses to the CPR if they don't all fit.
- Part III: Household Information
  - List all persons living at your current address. Please fill this out to the best of your ability
- Part IV-A: Applicant Release for individuals requesting a CPR check in person
  - Skip this section
- Part IV-B: Applicant release for individuals to consent to a CPR check and authorize CFSA to release the information
  - Mark the first box which states "to my employer or prospective employer. A written request from the CEO or director is attached and it states the reasons for the request."
  - Make sure to sign this section in front of a notary, and that the date under your signature matches the date given by the notary. The notary does not need to be from D.C. but they must stamp and seal the paper.
- You may skip Part V: Agency Information and Part VI: Select Form of Response

Return the hard copy of your CPR to the CASA DC office either in person or via mail to:

515 M Street, SE  
Building 74, Suite 201  
Washington, DC 20003