

## Backup Caregiver Checklist

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*Please note that the clearance process takes about anywhere from 30- 90 days.*

*Please refer to "Clearances" section of checklist for instruction on obtaining checks.*

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- 1) Read Backup Caregiver Basic Requirements.
  - 2) Fill out LAYC Backup Caregiver Application.
    - Check off "Serving as a respite option for foster families (i.e. traditional, therapeutic, or transitional foster license)" on page 4.
  - 3) Child Protective Register Check.
  - 4) Local Criminal History Check.
  - 5) FBI Fingerprinting Clearance.
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## CLEARANCES

*Clearances are needed every two years except for Child Protective Register (CPR) checks, which are required every year.*

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## Child Protective Register Checks

*Child Protection Register (CPR) clearances are required for all adult household members ages 18 and over from every state they have lived or worked from 2003 to present.*

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## DC Applicants, Child Protection Register (CPR) Clearance:

*-Click [here](#) for the link to access the application and upload it to the documents section in DC's CFSA website with a colored copy of your ID.*

*-DC applicants must provide all District of Columbia addresses going back to 2003.*

*-DC CFSA prefers this form to be typed out, please fill out the document out individually using Adobe or the computer software of your preference.*

*-For the section that has the "requesting agency" info please fill out as follows:*

Contact Name/ Title: Rachel Forte, Family Resource Specialist  
Organization: Latin American Youth Center  
Requesting Address: 1419 Columbia Road, NW, Washington, DC 20009  
Requestor phone #: (202) 607-7622  
Email: fosterdc@layc-dc.org



1419 Columbia Road NW  
Washington, DC 20009  
Telephone: 202.319.2225  
Fax: 202.462.5696  
Web: www.layc-dc.org  
Facebook: @laycdc  
Twitter: @thelayc



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-After you submit both your application and copy of your ID, email [cfsa.cpr@dc.gov](mailto:cfsa.cpr@dc.gov) and request confirmation that they received your application and ID. This clearance can take up to 45 days for results to be returned so please give yourself more than that before your clearance expires.

### Maryland Applicants, Child Protective Services (CPS) Clearance:

-Reference this [link](#) to ensure you have the most recent application version.

-For the section that has the "requesting agency" info please fill out as follows:

Agency/Individual Name: Latin American Youth Center  
Name of Agency Representative: Rachel Forte  
Agency Address: 1419 Columbia Road, NW, Washington, DC 20009  
Representative's Phone Number: (202) 607-7622  
Email: [fosterdc@layc-dc.org](mailto:fosterdc@layc-dc.org)

-The form must be filled out online (not handwritten), printed, notarized, and mailed to the jurisdiction which the applicant lives.

-Please make a copy of this form after it has been notarized, prior to mailing out. Copies can be made with Genius Scan phone application.

-If the applicant lives in Montgomery County, then the address to mail the form is:

Marisa Closa Lim  
Office Services Coordinator  
Montgomery County Child Welfare Services  
1301 Piccard Drive  
Rockville, MD 20850

-If the applicant lives in Prince George's County, then the address to mail the form is:

Prince George's Department of Social Services  
805 Brightseat Road  
Landover, Maryland 20785-4723.

-If you reside outside of Maryland, please forward your completed form to:

Maryland Department of Human Services  
Social Services Administration  
In-Home Services  
311 W. Saratoga Street, Room 553  
Baltimore, MD 21201

-Reference these [instructions](#) to identify the mailing address for your Maryland jurisdiction if not included above.

### Virginia Applicants, Central Registry Release Clearance:

-Reference this [link](#) for a digital application version.

-All applications need to be printed, notarized, and mailed to VA Department of Social Services.

Virginia Department of Social Services  
Office of Background Investigations

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Facebook: @laycdc  
Twitter: @thelayc

801 East Main Street, 6 th Floor  
Richmond, VA 23219

-For the section that has the “requesting agency” info please fill out as follows:

Name: Latin American Youth Center  
Agency Address: 1419 Columbia Road, NW, Washington, DC 20009  
Contact: Rachel Forte  
Representative’s Phone Number: (202) 607-7622  
Email: [fosterdc@layc-dc.org](mailto:fosterdc@layc-dc.org)

-Money orders, company/business checks, or cashier’s check should be made payable to the *Virginia Department of Social Services*.

-NOTE: Personal checks are not accepted for the central registry search.

-The results of the Virginia Child Protection Register check will be mailed directly to LAYC.

-Additional *procedures* for VA background checks.

### **Additional Tips for Child Protective Register Checks:**

*-If you have worked or resided in another state, reach out to your licensing worker for a list of how to obtain Child Protective Register Checks for states/jurisdictions outside of the DC Metro Area.*

*-If having difficulty remembering previous addresses check the credit bureaus (Equifax, Experian, TransUnion).*

*-Keep a digital copy of your application(s) with addresses for license renewal.*

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## **Local Criminal History Checks**

*Local Police Clearances for all adult household members age 18 and over for the jurisdiction(s) in which they have lived for the past 5 years.*

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## **DC Applicants, DC Criminal History Clearance**

**Option 1:** Appointments with Metropolitan Police Department book up to two months in advance, we suggest using their mail- in letter option for this clearance.

-Mail in Option

-Write a **NOTARIZED** letter requesting a background check to:

Metropolitan Police Department  
Arrest and Criminal History Section  
ATTN: Police Clearances  
300 Indiana Avenue NW, Room 1075  
Washington DC 20001.



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Twitter: @thelayc

- Purchase a \$7 money order and make the check payable to: DC Treasurer (note MPD will not accept checks).
- Make a copy of your ID to include in the packet.
- The letter must include the following information\*:

Full Name  
Date of Birth  
Social Security Number  
Self-addressed Stamped Envelope

\*LAYC will provide a template for this letter on request.

**Option 2:** If you would prefer to schedule an *in-person appointment*, you will walk out with results that day. The cost is \$7 and you will pay at the Kiosk on the 3<sup>rd</sup> floor of the building after you have already filled out and registered in the office on the 1<sup>st</sup> floor. Please make sure to list LAYC or Latin American Youth Center as the requesting agency. Address is as follows:

Henry J. Daly Building  
MPDC Headquarters  
300 Indiana Avenue, NW, Room 1075  
Washington, DC 20001  
(202) 727-4245

**NOTE: Option for DC Residents to complete in-person DC Criminal Check *with* FBI Fingerprinting:**

-Schedule an *appointment* for fingerprinting and then once you are there let the officer know that you would also like complete a Criminal History Check (CHC) as well. Fingerprinting appointments take more time to complete so ensure to schedule your appointment for fingerprinting service; MPD will be more lenient/flexible with allowing you to complete these together this since CHC only requires applicants to complete a form. We strongly encourage **mail-in letter** option for Criminal Check as the above instruction is variable to the officer on duty.

**MD Applicants, Maryland Police Clearances:**

-Please go to *American Identity Solutions* (AIS) to schedule an appointment (for both your FBI fingerprinting and local background check).

-Note that AIS is in Maryland; your appointment will be for both FBI fingerprinting and MD Local Police Clearance. **Get both even if you do not live in Maryland.** They will ask you for the below Agency Authorization number.

The Agency authorization #: 1200002020

-LAYC will receive your results in 24-48 hours, and you will receive a copy of the results mailed to your home within 2 weeks.



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## VA Applicants, Virginia Police Clearances:

-Please go to this [page](#), and click on the prompt that says “[Create your SP-167 request to be printed for mailing to the Virginia State Police \(must mail in one form per request\)](#).”

-From the drop-down menu choose for SP-167

-For Request Type choose “Criminal History Search” \$15.00

-Complete the form and fill in LAYC’s information for requesting information:

Name: Latin American Youth Center

Agency Address: 1419 Columbia Road, NW, Washington, DC 20009

Contact: Olga Mejia

Representative’s Phone Number: (202) 780- 4433

Email: [olga@layc-dc.org](mailto:olga@layc-dc.org)

-You will need a money order made out to Virginia State Police for \$15.

-**Notarize** and mail this form to:

Virginia State Police

Central Criminal Records Exchange- NCJ

P.O. Box 85076

Richmond, VA 23285

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## FBI Fingerprinting Clearance

*Local Police Clearances for all adult household members age 18 and over for the jurisdiction(s) in which they have lived for the past 5 years.*

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-Please go to [American Identity Solutions](#) (AIS) to make an appointment:

-Note that AIS is in Maryland; your appointment will be for both FBI fingerprinting and MD Local Police Clearance. **Get both even if you do not live in Maryland.** They will ask you for the below Agency Authorization number.

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## ADDITIONAL TIPS AND INSTRUCTIONS

*Keep copies of all applications and documents submitted and ask for confirmation that applications have been received by the other agency. This will expedite licensing renewals in coming years or avoid having to re-complete any documents a local agency may have lost.*