



**DEPARTMENT of CHILDREN and FAMILIES**  
*Making a Difference for Children, Families and Communities*



Joette Katz  
Commissioner

Dannel P. Malloy  
Governor

May 21, 2015

Dear Sir/Madame:

The Department of Children and Families, Background Check Unit, understands the importance of each request received in our office. Due to the great demand and our commitment to be fair, each request is processed in the order in which they are received. Keeping in mind that the process for each search may vary depending on the time needed to research our records, the Background Check Unit has a turnaround time of up to 4 weeks.

To make this process more efficient and for you to receive these requests back in a timely manner, we have set up a dedicated, secure email box. Effective **June 15, 2015**, we are requesting that all background check forms be scanned and emailed to **[DCF.BackgroundCheck@ct.gov](mailto:DCF.BackgroundCheck@ct.gov)**. This is our preferred method of receipt and for sending the results back to you. If you will be faxing or mailing in the forms, please provide us with a secure email address along with the name of the liaison from your agency who will be responsible for sending and receiving the results.

If you prefer to fax in the forms, please fax them to 860-560-7071 only. If you prefer to mail them in, please send them to:

Department of Children and Families  
Background Check Unit  
505 Hudson Street  
Hartford, CT 06106.

Please be sure to include the Background Check Unit in the address. This will enable us to promptly receive your mail.

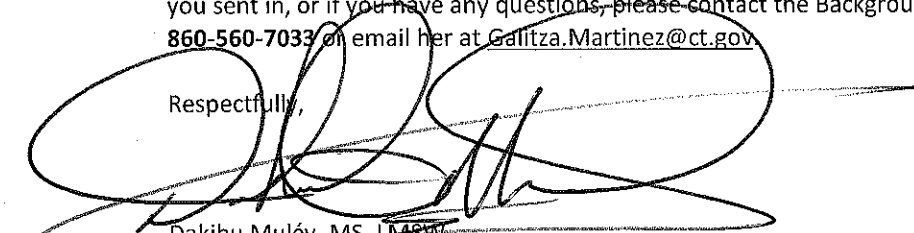
In order to process your request, please be sure you are using the correct version (12/12 Rev) of the following forms:

DCF-3031, Authorization for Release of Information for DCF CPS Search  
or if needed,  
DCF-3033, Authorization for Release of Information for Foster Care or Adoption DCF CPS Search

Forms which are not completely and correctly filled out may be returned. For any sections that do not apply, N/A needs to be entered.

Please be advised that due to the large volume of forms received, we are unable to provide confirmation of receipt or status updates during the background check process. If, after 4 weeks, you do not receive the results of any form(s) you sent in, or if you have any questions, please contact the Background Check Unit's supervisor, Galitza Martinez at **860-560-7033** or email her at [Galitza.Martinez@ct.gov](mailto:Galitza.Martinez@ct.gov)

Respectfully,

  
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