



KANSAS DEPARTMENT FOR CHILDREN AND FAMILIES
REQUEST TO FINGERPRINT

The Kansas Department for Children and Families is requesting and authorizing this individual to be fingerprinted to allow for both Kansas and national criminal history records to be reviewed as part of required assessment processes.

INDIVIDUAL INFORMATION

FULL NAME (Please Print):
DATE OF BIRTH:
CURRENT AGE:
CURRENT ADDRESS:
PHONE NUMBER:
CHILD AGENCY/SPONSOR:

REQUEST

Assessment For (why fingerprinted?): check all that apply

- Relative Placement*
Adoption*
ICPC*
Pursuing Foster Care License*
Currently Licensed Foster Home
Volunteer/Mentor
Employment Candidate
Current Employee

*List child(ren) being placed w/person (if known):

Other reason/information:

These Fingerprints Taken: Date: Location: Taken By:

Has this person been printed for any DCF purpose before? Yes No Unsure

Results will be returned via encrypted email. Authorized recipient must be DCF or contracted provider (designee of Secretary).

Agency: Division/Region/County:
Contact Person: Email:

SUBMIT

- All required documents listed below must be submitted to DCF Office of Background Investigations prior to processing.
KBI will not accept direct submissions from other agencies/organizations or offices.
Poor prints or incomplete/illegible information will result in delays.

Required Documents:

- Completed Request to Fingerprint Form
Signed Waiver Agreement & Privacy Statement
Completed Fingerprint Card

Mailing Address:

Kansas Department for Children and Families
Office of Background Investigations
PO Box 1424
Topeka, KS 66601 - 1424

For forms, fingerprint cards or questions, contact the Office of Background Investigations at: DCF.OBI@ks.gov