

MARYLAND STATE DEPARTMENT OF EDUCATION
Office of Child Care
RELEASE OF INFORMATION – Child Care

Child Care regulations require signed and notarized permission to examine records of child and adult abuse and neglect for information about:

- 1) The applicant/operator (if the applicant/operator is an individual) or family day care provider;
- 2) Each child care center employee or staff member;
- 3) Each adult, 18 years old or older, living on the premises of the child care facility or applicant;
- 4) Each family day care substitute;
- 5) Each family day care additional adult;
- 6) Each trustee, manager, and board member, who may have frequent contact with children in care, if the applicant/operator is a corporation, agency, association, or other organizational entity; and
- 7) Any other individual identified by the Office.

STATEMENT OF PERMISSION

I hereby authorize the Local Department of Social Services (DSS) to release to the Office of Child Care (OCC) any files or records of child and adult abuse or neglect in order to help OCC:

- Evaluate my suitability for employment in or by a child care center, **or**
- Determine whether to approve the issuance or maintenance of an initial or continuing license, letter of compliance or registration for: _____, located at:
(Name of Applicant/Operator, or Licensed, Letter of Compliance or Registered Child Care Facility)

Street Town/City State Zip Code

Furthermore, I understand that the information obtained by OCC from the State or Local Department of Social Services may provide grounds for OCC to:

- Prohibit or require termination of my employment at the child care center, **or**
- Deny, suspend, or revoke the license, letter of compliance, registration or application of the Child Care Center, Family Child Care Provider or Applicant/Operator named above.

Print Name First Middle Maiden Last | **Other Names Used**

Address: Street City State Zip Code

Telephone Number **Social Security Number** **Date of Birth** **Email Address**
 Male Female Primary Language Spoken: _____ **Position** _____
Employee, Resident, Substitute, Volunteer, etc.

Race (check all that apply): American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Pacific Islander White Other (specify): _____ **Ethnicity:** Hispanic or Latino Non-Hispanic or Latino

If I am not the Applicant/Operator or Provider, I authorize OCC to release this information to an authorized representative of the Child Care Center, or to the Family Child Care Provider or the Applicant/Operator.

Signature **Date**

Notary Signature **My commission Expires:** _____

Background Clearance Findings (for OCC use only) **Person Conducted Search** _____ **Date:** _____

1. The individual whose name(s) being searched is NOT identified in the Central Registry as being responsible for abuse or neglect.
2. Based on the information provided by Local Department of Social Services, we have determined that _____ is listed in the Central Registry as being responsible for an Indicated/ Unsubstantiated disposition of Abuse/ Neglect in reference to an investigation conducted in _____.
3. Summary (181) Received from Local Department of Social Services on _____