

VI. SERVICES TO REUNIFY FAMILIES

POLICY (VI-A): OUT-OF-HOME PLACEMENT CRITERIA

The state of Arkansas is not a voluntary placement state. The removal of a child from his home must occur pursuant to a judicial order placing custody of the child with the Department. When a child is in the custody of the Department of Human Services, DCFS shall ensure that the out-of-home placement is in the best interest of the child, is the least restrictive possible and is matched to the child's physical and therapeutic needs. A child of a parent who is under the age of eighteen (18) years, and is in DHS custody, is also considered a dependent juvenile and is eligible to receive foster care maintenance payments and is deemed to be a recipient of aid to families with dependent children. Titles XIX and XX services will be available to the child in the state in which the child resides. No child shall be placed in the home of a foster parent where a records check reveals a felony conviction for child abuse or neglect, for spousal abuse, for a crime against children (including child pornography), or a crime involving violence, including rape, sexual assault or homicide. No child shall be placed in the home of a foster parent if the record check reveals a criminal conviction for physical assault, battery, or a drug related offense, if the offense was committed within the past five years. The placement decision shall be based on an individual assessment of the child's needs. All efforts to place a child within Arkansas shall be thoroughly explored and documented before consideration is given to out-of-state placement. Relatives shall be considered for placement first.

After the Department removes the child or the court grants custody of the child to the Department, the child shall be placed in a licensed or approved foster home, shelter, or facility, or an exempt child welfare agency as defined at A.C.A. § 9-28-402. The court shall not specify a particular provider for placement of any foster child.

In an effort to preserve family connections, a child in foster care may be placed in a Provisional Relative Foster Home if a relative has been identified and is appropriate. A "Provisional Foster Home" means a foster home opened for no more than six (6) months by DCFS for a relative of a child in the custody of the division after the division conducts (a) A health and safety check, including a central registry check, a criminal and local background check on the relative and the relative's home and (b) A visual inspection of the home of the relative.

"Relative" means a person within the fifth degree of kinship by virtue of blood or adoption. See Policy VI-J and Procedure VI-J1 to discuss placement options with the relative.

The child is in the custody of the department, therefore, the child shall remain in a licensed or approved foster home, shelter or facility until the relative's home is opened as a provisional home, regular foster home or the court grants custody to the relative or person after a written approved home study is presented to the court.

If the relative opts to have his or her home opened as a Provisional Foster Home, the relative shall not be paid a board payment until the relative meets all of the licensing requirements and is opened as a regular foster home. Until the relative's home is opened as a regular foster home, the relative may apply for and receive benefits for which the relative may be entitled due to the placement of the child in the home, such as benefits under the Temporary Employment Assistance (TEA) Program or food stamps.

If the relative's home is not fully licensed as a foster home after six (6) months of the placement of the child in the home: (a) The department shall remove the child from the relative's home and close the relative's provisional foster home or (b) The court shall remove custody from the department and grant custody of the child to the relative.

The court shall not specify a particular provider for placement or family services, when DHS is the payer or provider. In all cases in which family services are ordered, the court shall determine the parent's, guardian's, or custodian's ability to pay, in whole or in part, for these services. This determination and the evidence supporting it shall be made in writing in the court order ordering family services. If the court determines that the parent, guardian, or custodian is able to pay, in whole or part, for the services, the court shall enter a written order setting forth the amounts the parent, guardian, or custodian can pay for the family services ordered and ordering the parent, guardian, or custodian to pay the amount periodically to the provider from whom family services are received.

When it is in the best interest of each of the children, the Department shall attempt to place siblings together while they are in a foster care and adoptive placement. When it is in the best interest of each of the children, the Department shall attempt to place together infants with minor mothers who are in foster care. Relatives of children placed in the custody of the Department shall be given preferential consideration for placement, if the relative caregiver meets all relevant child protection standards and it is in the child's best interest to be placed with the relative caregiver. In order to assist in placing the child with an appropriate relative, the court will order the parent(s) to provide the following information to the Department:

- The names, addresses, and phone numbers of any relatives who may be placement resources for the child;
- The names, addresses, and phone numbers and other identifying information on any putative father(s) of the child;
- Any information regarding possible membership or descent from an Indian tribe;
- Information necessary to determine financial eligibility for services or foster care.

Placement or custody of a child in the home of a relative shall not relieve the Department of its responsibility to actively implement the goal of the case. See Policy VI-J (Out-of-Home Non-DHS Custody/Relative Placements).

If the relative meets all relevant child protection standards and it is in the child's best interest to be placed with the relative caregiver, the worker shall discuss with the relative the following two (2) options for placement of the child in the relative's home:

- (1) The relative becoming a DHS relative foster home; or
- (2) The relative obtaining legal custody of the child.

The child shall remain in a licensed or approved foster home, shelter, or facility, or an exempt child welfare agency as defined at A.C.A. § 9-28-402(12), until the relative's home is opened as a regular foster home or the court grants custody of the child to the relative after a written approved home study is presented to the court.

If the court grants custody of the child to the relative:

- (A) The child shall not be placed back in the custody of the Department while remaining in the home of the relative;
- (B) The relative shall not receive any financial assistance, including board payments, from the Department, except for financial assistance for which the relative has applied and for which the relative qualifies pursuant to the program guidelines, such as the Transitional Employment Assistance Program, Food Stamps, Medicaid, and federal adoption subsidy; and
- (C) The Department shall not be ordered to pay the equivalent of board payments or adoption subsidies to the relative as reasonable efforts to prevent removal of custody from the relative.

Children who are in the custody of the Department shall be allowed trial placements with parents, for a period not to exceed thirty (30) days. At the end of the thirty (30) days, the court shall either place custody of the child with the parent or the Department shall return the child to a licensed or approved foster home, shelter, or facility, or an exempt child welfare agency as defined in A.C.A. § 9-28-402.

When a child leaves the custody of the Department and the court grants custody to the parent or another person, the Department is no longer legal custodian of the child, even if the Juvenile Division of Circuit Court retains jurisdiction.

Placement shall be chosen:

- To ensure the health and safety of a child;
- To ensure that caretakers have the skills and training sufficient to deal with the child's special needs and any disabling condition; and
- To keep the child in close proximity to the family, if possible, to maintain enrollment in the school the child attended before placement.

The Department shall make reasonable efforts to:

- Maintain the family unit and prevent the unnecessary removal of a child from his home, as long as the child's safety is assured;
- Effect the safe reunification of the child and family (if temporary out-of-home placement is necessary to ensure immediate safety of the child); and
- Make and finalize alternate permanency plans in a timely manner when reunification is not appropriate or possible. In determining reasonable efforts to be made with respect to a child and in making such reasonable efforts, the child's health and safety is of paramount concern.

Within 30 days of a child being placed in DHS custody, the Division will provide the parents with literature, verbal information, and referrals to programs for parenting, child abuse, substance abuse, sexual abuse and family planning.

After a child is placed out of the home, reasonable efforts will be made to reunify a family, to make it possible for the child to safely return home. A judicial determination pertaining to reasonable efforts to prevent removal must have been made within 60 days of the child's removal from the home, otherwise the child will not be eligible for Title IV-E foster care maintenance payments for the duration of his stay in foster care. Reasonable efforts to finalize an alternate permanency plan (i.e., place a child for adoption or with a legal guardian or permanent custodian) may be made concurrently with reasonable efforts to reunify a child with his family. Reasonable efforts shall also be made to obtain permanency for a child who has been in an out-of-home placement for more than twelve (12) months, or for fifteen (15) of the previous twenty-two (22) months.

Reasonable efforts to reunite a child with his parent(s) shall not be required in all cases. The court shall conduct and complete a hearing on a "no reunification services" request within fifty (50) days of the date of written notice to the defendants. However, upon good cause shown, the hearing may be continued for an additional twenty (20) days, and the court shall enter an order determining whether or not reunification services shall be provided. Reunification shall not be required if a court of competent jurisdiction, including the Juvenile Division of Circuit Court, has determined that the parent has:

- (1) Subjected the child to aggravated circumstances; (See Glossary for the definition of aggravated circumstances.)
- (2) Committed murder (which would have been an offense under section 1111(a) of Title 18, USC, if the offense had occurred in the special maritime or territorial jurisdiction of the United States) of any child;
- (3) Committed voluntary manslaughter (which would have been an offense under section 1112(a) of Title 18, USC, if the offense had occurred in the special maritime or territorial jurisdiction of the United States) of any child;
- (4) Aided or abetted, attempted, conspired, or solicited to commit such a murder or such a voluntary manslaughter;
- (5) Committed a felony, battery, or assault that results in serious bodily injury to any child; or
- (6) Had the parental rights involuntarily terminated as to a sibling of the child; or
- (7) Abandoned an infant (not the same as "Voluntary Delivery of an Infant", see Procedure VIII- E2).

If reasonable efforts to reunify are determined by a court to be unnecessary, a permanency hearing must be held within 30 days after the court's determination. If the court determines no reunification services will be provided due to aggravating circumstances or upon recommendation from the Division or Attorney Ad Litem at adjudication, the Family Service Worker will have case management responsibility until the child is placed in an adoptive home.

If the court recommends that reunification services should not be provided to reunite a child with his family, DHS, the Attorney Ad Litem or the court shall provide written notice to the defendants. When DHS is the agency requesting that no reunification services be provided, it will send the written notice to the defendants in coordination with OCC. The notice shall be provided to the parties at least fourteen (14) calendar days before the no-reunification hearing, and the notice shall identify in sufficient detail to put the family on notice, the grounds for recommending "no reunification services".

The burden of presenting the case shall be on the requesting party. The court shall conduct and complete a hearing on a “no reunification services” request within fifty (50) days of the date of written notice to the defendants. However, upon good cause shown, the hearing may be continued for an additional twenty (20) days.

PROCEDURE (VI-A1): Out-of-Home Placement Criteria

The Family Service Worker will:

- Consider placement with appropriate relatives in a Kinship Foster Home. (See Policy VII-A.)
- Place a child in a provisional relative foster home if a relative is identified and it is in the best interest of the child. A child may be placed in the home of a relative on a provisional basis for up to six (6) months pending the relative’s home being opened as a regular foster home. If the relative opts to have his or her home opened as a provisional foster home, the relative shall not be paid a board payment until the relative meets all of the requirements and is opened as a regular foster home. The child(ren), if age appropriate, should also be interviewed about the placement with the relative.
- NOTE: The child is in the custody of the department, therefore, the child shall remain in a licensed approved foster home, shelter, or facility, until the relative’s home is opened as a provisional home.
- Conduct a home study that will include a visual inspection of the home, a quick Central Registry Check and a criminal and local background check. All criminal background checks for Provisional Relative Foster Homes must be submitted to the DCFS Personnel Unit by completing the CFS-344B to receive an expedited results. The home study will also include the initiation of the In-Home Consultation and a review of sections I and II of the CFS-475. The worker and the family will have six (6) months to complete any corrective actions necessary to bring the home into compliance with minimum licensing standards and the alternative compliance will in no way jeopardize the health and safety of the child. The DCFS Director can approve Alternative Compliance for a relative home on a case-by-case basis. Alternative compliances will only be approved in cases where there is clear documentation that the placement is in the best interest of the child.
- Provide an orientation session with the family at the time of placing the child in the relative’s home. Complete the CFS- 474 “Provisional Foster Home Orientation Checklist” as part of the orientation. The relatives must sign the completed CFS-474 before the child is left in their home.
- Provide an initial clothing order to the child
- Complete all actions identified in Policy III-A “Services Case Opening and Re-Evaluation. Complete the IV-E and Medicaid application as prescribed in III-A.
- Complete all of the medical exam requirements for the child including the Comprehensive Health Assessment see Procedure VI-D1 “Comprehensive Health Assessment and Health Plan for Children Receiving Out-Of-Home Placement Services”.
 - Complete all case opening functions as outlined in Policy IV-A “Services Case Plan” and IV-B “Case Staffings.”
 - Visit the child in the relatives home as required in policy VII-C “ Supervision of Children in Out-Of-Home Placement.”
 - Assist the relatives in applying for benefits. Until the relative’s home is opened as a regular foster home, the relative may apply for and receive benefits for which the relative may be entitled due to the placement of the child in the home, such as benefits under the Temporary Employment Assistance Program or food stamps.
 - Ensure that the family is completing the process for foster home approval. If the relative’s home is not fully licensed as a foster home after six (6) months of the placement of the child in the home: (a) The department shall remove the child from the relative’s home and close the relative’s provisional foster home or (b) The court shall remove custody from the department and grant custody of the child to the relative.

In CHRIS

- **Entering Relative in the Resource Screens:**
 - **General Information Screen (Tabs):**
 - Select 'Other' in Resource Category
 - Select 'Relative' in Resource Type
 - Enter Resource Name and Address
 - Select 'Family-Like Setting' as Service Provided
 - **Status Screen:**
 - Select Availability Available Status
 - Select Home Study Approval Status and Click on Approval For Supervisory Approval
 - **Inquiry Screen:**
 - Complete all fields
 - **Members Screen:**
 - Complete all fields (including Criminal Record and Central Registry checks)
 - **Household Composition Screen:**
 - Complete Household Relationships
- **Entering Child In Provisional Relative Foster Home Placement (Child Protective Service Case):**
 - **Resource Recommendation Screen (Placement Screen):**
 - Select Resource Number of the Provisional Relative Foster Home
 - Type 'Provisional Relative Foster Home Placement' in Unique Qualifications text box;
 - Select Difficulty of Care Level 'No Board – 2'; and,
 - Type in 'Provisional Relative Foster Home Placement' in Difficulty of Care Recommendation text box

When the Provisional Relative Foster Family completes all foster home requirements:

- **Open the Family as a Relative Foster Home (Kinship-Only) Resource Type** and complete all the foster family screens in Resource;
 - **In the Enter/Exit Placement Screen, End Date the 'Other/Relative' placement selecting 'Data Clean-Up' as the Reason for Placement Exit** (since child really hadn't moved);
 - **Enter the child in the new Relative Foster Home (Kinship-Only) Resource number for same family and select Standard board, or whatever is appropriate in the Resource Recommendation Screen; and,**
 - **End Date 'Other/Relative' placement in the Resource General Information screen and select Resource Request as the Reason for End Date.**
- Utilize court-ordered relative information obtained from the parent to locate and contact potential relative resources.
 - If the relative meets all relevant child protection standards, and it is in the child's best interest to be placed with the relative caregiver, discuss with the relative the following two (2) options for placement of the child in the relative's home:
 - (1) The relative becoming a DHS relative foster home; or
 - (2) The relative obtaining legal custody of the child. (See Policy VI-J {Out-of-Home Non-DHS Custody/Relative Placements}).
 - Complete the CFS-452 (Relative Placement Kinship Care/Relative Foster Care Verification) stating that the family does/does not want to become a relative foster home.
 - Select the Out-of-Home Placement that best fits the needs of the child. A child who has been identified as an Exempted From Finding Underaged Child Aggressor or Sexual Offender must not be placed in a foster home with other children, unless the child's therapist feels that the child is no longer a danger to other children. Proper documentation of this will be contained in the child's hard copy file. If the recommended placement is a facility, the facility must receive information regarding the allegations. This must be documented in the Recommend Placement screen.

- Document placement selection on the “Case Plan” (CFS-6010) by keying the “Plan Goals” and the “Needs/Svc” screens in the “Treatment” portion of the “Case Plan” section of CHRIS.
- Arrange at least one (1) pre-placement visit for the child before the initial placement and before any subsequent changes in placement if possible and appropriate. Contact the OCC Attorney immediately if child is being moved from one Out-of-Home Placement to another. See Procedure VII-D1.
- Contact the OCC Attorney immediately if there is any indication that the child is a member of an Indian tribe.
- Provide the child’s parent(s) with a copy of PUB-11 (Your Child and Foster Care).

PROCEDURE (II-E10): Protective Custody of Child in Immediate Danger

The **Family Service Worker** will:

- Take the child into Protective Custody for up to 72 hours if the circumstances of the child present an immediate danger of severe maltreatment. The child's health and safety will be of paramount concern.

A 72 hour hold can be exercised on any child who is dependent as defined by the Arkansas Juvenile Code of 1989, § 9-27-301 et. Seq. (See Glossary for definition of "Dependent".)

In cases where domestic abuse is involved (see glossary for definition of Domestic Abuse) any adult family/household member may file a petition for an order of protection on behalf of another family or household member, including a married minor. If a minor child's safety is a concern and the parent does not file an order of protection, the Family Service Worker should contact OCC to determine appropriate legal action. (One legal option is to petition the court for an order of less than custody.) The worker should thoroughly review the Health and Safety Assessment and Risk Assessment and ensure that a safety plan is in place for a child before leaving a child in a home when an order for protection is filed.

An order of protection issued by a court of competent jurisdiction in any county of this state is enforceable in every county of this state by any court or law enforcement officer. An order of protection issued by a court of another state, federally recognized Indian tribe, or a territory shall be afforded full faith and credit by the courts of Arkansas and shall be enforced by law enforcement as if it were issued in Arkansas.

- Notify the OCC attorney immediately that Protective Custody was exercised and request an ex parte emergency order from the court.
- Make a determination whether to recommend to the court that reunification services should not be provided to reunite the child with his family (see Policy VI-A). If the court determines that reunification services shall not be provided, a permanency planning hearing will be held within thirty (30) days after the determination. It is not required that a permanency planning hearing be held as a prerequisite to the filing of a petition to terminate parental rights, or as a prerequisite to the court considering a petition to terminate parental rights.
- Determine whether the grandparents have the right to notice and an opportunity to be heard. In a child custody or dependency-neglect case, grandparents have this right if all the following conditions are present:
 - The grandchild resided with the grandparent for at least 6 consecutive months prior to the child's first birthday or lived with the grandparent for at least one continuous year regardless of age;
 - The grandparent was the primary financial caregiver during the time the child resided with the grandparent; and
 - The continuous custody occurred within one year of the initiation of the custody proceeding.

Note: "Grandparent" does not mean a parent of a putative father of a child for the purpose of this determination.

- Provide the OCC attorney with the name and address of any grandparent who is entitled to notice based on the above conditions.
- Prepare an affidavit immediately and give it to the OCC attorney.

- Have the child thoroughly examined by a physician within 24 hours of removal. The Family Service Worker may consent for medical and dental services during Protective Custody.
- Place the child in an appropriate licensed or approved placement. Place a child in a Provisional Relative Foster Home if a relative is identified and it is in the best interest of the child. A child may be placed in the home of a relative on a provisional basis for up to six (6) months pending the relative's home being opened as a regular foster home. If the relative opts to have his or her home opened as a Provisional Foster Home, the relative shall not be paid a board payment until the relative meets all of the requirements and is opened as a regular foster home. See Policy VI-A, Procedure VI-A1 "Out-Of-Home Placement Criteria", VI-J and VI-J1 Out-Of-Home Placement Non-Custody Relative Placement.
- NOTE: The child is in the custody of the department, therefore, the child shall remain in a licensed approved foster home, shelter, or facility, until the relative's home is opened as a provisional home. It is permissible for a child to be placed on a 72 hour hold in an approved Provisional Foster Home. Conduct a home study that will include a visual inspection of the home, a quick Central Registry Check and a criminal and local background check. All criminal background checks for Provisional Relative Foster Homes must be submitted to the DCFS Personnel Unit by completing the CFS-344B to receive an expedited results. The CFS-474 "Provisional Foster Home Orientation Checklist" must be completed and signed when a child is placed in a provisional relative foster family home. When a child is placed in a provisional relative foster home for a 72 hour hold the family must acknowledge that they will not allow the alleged perpetrator access not supervised by the Division until the investigation is completed and will not allow any contact with the alleged offender that is not approved or authorized by the Division or the court after the investigation is completed (if found true).
- The child(ren), if age appropriate, should also be interviewed about the placement with the relative.
- Non-relative placements, other than approved foster homes or residential care facilities, are not permissible until opened as a regular approved foster home or unless the court gives custody after a written home evaluation is completed. (See Procedure VI-A1 "Out-of-Home Placement Criteria" and Policy VII-A "Foster Parent Training, Approval and Re-evaluation.")
- Notify the Intake Officer of the Juvenile Division of Circuit Court.
- Complete and route "Protective Custody/Parental Notification" (CFS-323).
- Open an Out-of-Home Placement case.
- Return the child to the legal custodian if the emergency necessitating Protective Custody passes or if the judge does not grant custody to the Department. Protective Custody cannot be extended. Complete the "Expiration of Protective Custody/Parental Notification" (CFS-336) and provide to the parent. If the parent refuses to accept custody of the child, an emergency petition should be filed.
- Notify the OCC attorney immediately if the child returns home.
- Close the Out-of-Home Placement case.
- Determine whether to open a non-court involved Protective Services case or initiate a petition for dependency/neglect.

All hearings involving allegations and reports of child maltreatment, and all hearings involving cases of children in Out-of-Home placements shall be closed.



**Arkansas Department of Human Services
Division of Children and Family Services
PROVISIONAL FOSTER HOME ORIENTATION CHECKLIST**

Each item should be checked off as it is completed.

1. **Purpose of Orientation**
2. **Act 874**
3. **DCFS Policy**
 - a. Procedure (II-E10): Protective Custody of Child in Immediate Danger
 - b. Policy VI-A: Out-of-Home Placement Criteria/Procedure VI-A1
 - c. Policy VI-J: Out-of-Home (Non-DHS) Custody/Relative Placements/Procedure VI-J1
 - d. Policy VII-A: Foster Parent Recruitment, Training, Approval, Re-evaluation, and Retention/Procedure VII-A1
4. **Foster Home Approval Process Flow Chart**
5. **In-Home Consultation Visit Packet**
 - a. CFS-452 (Relative Placement Kinship Care/Relative Foster Care Verification)
 - b. CFS-446 (In-Home Consultation Visit Report)
 - c. ASVSP (AR State Vehicle Safety Program) application.
 - d. CFS-593 (Additional Requirements for DCFS Drivers)
 - e. Forms VSP-1 and VSP-2 (in the ASVSP publication)
 - f. PUB -022 Standards for Approval of Foster Family Homes
 - g. PUB-04 (Minimum Licensing Standards)
 - h. CFS-316 (Request for CPS Central Registry Check)
 - i. CFS-342a (Foster Care Criminal Record Check)
 - j. CFS-349b (Request for Local Criminal Record Check)
 - k. FBI Criminal Records Check
 - l. CFS-450 (Family Foster Home Study Application)
 - m. PUB-030 (Family Foster Parent Handbook)

- 6. **Court Proceedings / Legal flow chart**
- 7. **Family Meetings (Staffings)**
- 8. **Visitation**
- 9. **Child Development**
- 10. **Overview of Loss/Separation Issues**
- 11. **Discipline – no corporal or degrading punishment**
- 12. **Financial Information**
- 13. **Resources**
- 14. **DHS and DCFS Mission Statements**

Please have the relative read and sign the following statements:

I will not allow the offender access not supervised by the Division until the investigation is completed.

I will not allow any contact with the offender that is not approved or authorized by the Division or the court after the investigation is completed (if found true.)

I will not receive a board payment for the relative child placed in my home until my home is in compliance with all Child Welfare Licensing Requirements (refer to CFS-452 Relative Placement Kinship Care/ Relative Foster Care Verification)

Relative's Name (type or print)

Relative's Signature Date

Family Service Worker or FSW Supervisor's Name (type or print)

Family Service Worker or FSW Supervisor's Signature Date

AR920230Z

Division of Children and Family Services
FOSTER PARENT CRIMINAL RECORD CHECK

COUNTY _____ DATE _____

APPLICANT'S LEGAL NAME _____
Last (Include Jr., II, III) First Middle

MAIDEN NAME/ALIAS NAME(s) _____

CURRENT MAILING ADDRESS _____
Street Address City State Zip Code

DATE OF BIRTH _____ AGE _____ SEX _____ RACE _____

SOCIAL SECURITY NUMBER _____
 DRIVER'S LICENSE or
 IDENTIFICATION (ID) # _____

DRIVER'S LICENSE / ID # _____
ISSUED BY STATE OF _____ DRIVER'S LICENSE
EXPIRATION DATE _____

A criminal background check is required for prospective foster parents with the Division of Children and Family Services

I hereby authorize the Division of Children and Family Services to obtain a Criminal Record Check through the Arkansas State Police/Federal Bureau of Investigation (FBI), in accordance with ACT 1573 of 2005.

APPLICANT'S SIGNATURE _____ DATE _____

Send criminal background information in an envelope stamped "CONFIDENTIAL" to:

Arkansas Department of Human Services
Division of Children and Family Services
ATTN: George Weber
P. O. Box 1437, Slot S562
Little Rock, Arkansas 72203-1437
Phone (501) 682-8747

STATEMENT OF OATH:

"I state on oath that the representations made herein are true and correct."

APPLICANT'S SIGNATURE _____ DATE _____

State of Arkansas; County of _____
Subscribed and sworn before me, a Notary Public in and for the county and state aforesaid, this _____ day of _____ (month), _____ (year).

NOTARY PUBLIC

My Commission expires on _____, _____ (year).



I.D. BUREAU USE ONLY

Civil Record Check @ \$20.00

80000 FBI Record Check @ \$24.00
(Prepayment Required)