Instructions for Completing the

Request for Texas Child Abuse/Neglect Central Registry Form

Section 2: Check the box that says "Employment/Volunteer." The name of the agency is "Family Promise of Lubbock, Inc."

Section 3: Complete this section with your information.

Section 4: How do you want to receive the results of this background check? Check the appropriate box for either email or regular mail.

Section 5: Please leave this section blank. Family Promise of Lubbock will not receive a copy of your background check results. The results will come to you. When you receive the results, please bring them to the Family Promise office or email them to doug@familypromiselubbock.org

Section 6: Sign the form. It will also need to be notarized. Most banks where you have an account will provide this service at no charge to you.

Please bring the completed and notarized form to Family Promise at 1319 15th Street by **May 11th**. We will mail the forms to the appropriate agency address.

The forms will be kept in a locked filing cabinet inside a locked room to preserve your confidentiality.

Thank you and please contact Evelyn in our office at 806-744-5035 if you have any questions.