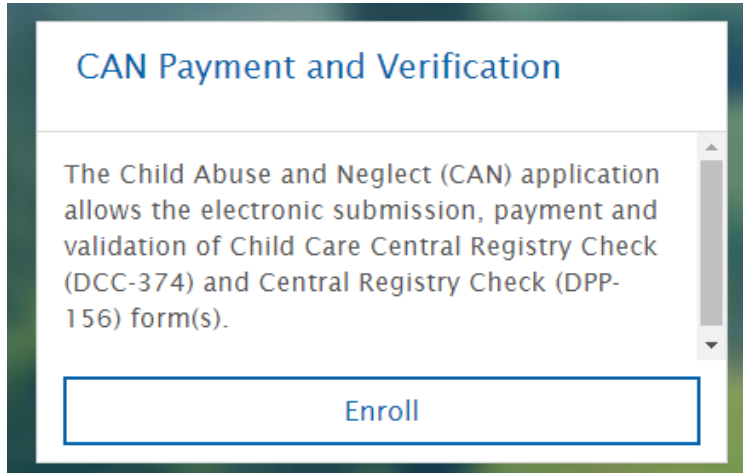
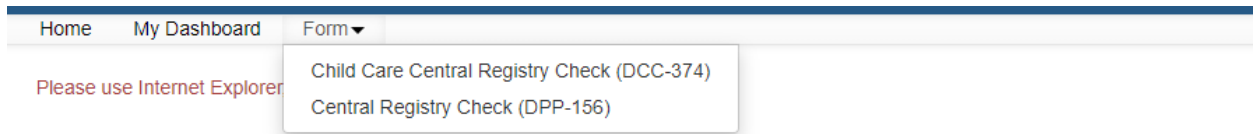


CENTRAL REGISTRY ONLINE INSTRUCTIONS

After you have created your account, click on the CAN Payment and Verification box ENROLL. Under forms check the Central Registry Check (DPP-156)



Next click on Forms and choose the Central Registry Check (DPP-156)



Welcome

To begin a new request, select the Form menu item located in the u
To check the status of a previously submitted request, select My Da
Refunds cannot be issued if you submit the wrong form or if your su
correct form, see contact section below.

You will then need to check the Youth Camp Employee, Contractor, or Volunteer Box

CENTRAL REGISTRY CHECK

* FOR THE FOLLOWING TYPES OF EMPLOYMENT OR VOLUNTEERISM, STATE LAW OR KENTUCKY ADMINISTRATIVE REGULATION AUTHORIZES A CHILD ABUSE/NEGLECT (CAN) CHECK AS A CONDITION OF EMPLOYMENT OR VOLUNTEERISM. PLEASE CHECK THE CATEGORY LISTED BELOW THAT APPLIES TO YOU FOR WHICH THE CHILD ABUSE OR NEGLECT CHECK IS BEING REQUESTED:

- Child-Placing Agency (Foster/Adoption/Independent Living) Employee or Volunteer (Required by 922 KAR 1:310)
- Residential Child-Caring Facility Employee or Volunteer (Institution/Group Home/Emergency/Wilderness) (Required by 922 KAR 1:300)
- Public School Employee, Student Teacher, Contractor, or School-Based Decision-Making Council Member (Required by KRS 160.380)
- Private, Parochial, or Church School Employee or Student Teacher (Permitted by KRS 160.151)
- Youth Camp Employee, Contractor, or Volunteer (Required by KRS 194A.380-194A.383)
- Power of Attorney Regarding the Care and Custody of a Child (Required by KRS 403.352)
- Supports for Community Living (SCL) Employee (Required by 907 KAR 1:145)

Next, put in your personal Information and current address.

Then check the box under Employer/Agency Information and add the below information:

Montgomery County Board of Education
amy.mccleese@montgomery.kyschools.us
3400 Indian Mound Drive
Mt. Sterling, Kentucky 40353

Employer / Agency Information

In addition to receiving the results myself, I authorize the Cabinet for Health and Family Services to share the results with the following employer or agency. Results will not be mailed

Name
Montgomery County Board of Education

Email Address
amy.mccleese@montgomery.kyschools.us
Employer email address exists in the system

Address Line 1
3400 Indian Mound Drive

Address Line 2
Ex. Apt 10 Or Suite 200

City
Mt Sterling

State
Kentucky

Zip Code
40353

Upload one of the following supporting documents: Driver's License/State ID, Birth Certificate, Social Security Card/Individual Taxpayer ID, Passport or work ID. Approved file types: .JPEG, .PNG, .BMP or .PDF. Please ensure that the supporting document image is clearly recognizable.

Then save and submit.

After submitting, click the button to proceed to e-sign. You will then need to sign and pay. Once you have entered your payment information and submitted, you will have completed the process.