

Child Maltreatment Check for Volunteers

For online portal

We will process these applications on behalf of you, please **DO NOT** pay to have it processed.

1. Click the link to Child Maltreatment Form Generator:
https://ardhs.formstack.com/forms/dcfs_central_registry_request_v2
2. Click Start
3. Once to the form, select your Reason for Registry Check, you will select the **last option** "None of the above applies, but you would like a registry check."
4. Enter General Requester Information:
 - a) Organization Requester Information: AR Kids Read
 - b) Representative Name: AKR Program Team
 - c) Mailing Address: PO Box 22701 Little Rock, AR 72201
 - d) Phone Number: (501) 244-2661
 - e) Email: backgroundck@arkidsread.org
5. Enter your own information:
 - a) You **do not** need to put a 2nd email address in. Just list your email in the primary email field.
 - b) You will need to enter your addresses from the past 5 years.
6. If you have children, add their information.
7. Click the submit button.
8. You will now receive an email requesting you to electronically sign your form.
 - a) Scroll to the bottom of the email and click the blue button "Review and Sign."
9. A new webpage will appear with your completed form.
 - a) Scroll to the bottom of the 2nd page and click the electronic signature field.
 - b) Click submit.
10. You will receive the final email with your signed form attached as a PDF.
11. Email the PDF signed form to backgroundck@arkidsread.org OR mail signed form to the AR Kids Read mailing address:
AR Kids Read
PO Box 22701
Little Rock, AR 72201
12. We will process your Child Maltreatment check with DHS and document the results within the AR Kids Read's database.
 - a) You will receive an email that your background check has been processed and the results.
 - b) No other action is required.