



WYOMING DEPARTMENT OF FAMILY SERVICES

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Wyoming Central Registry of Abuse & Neglect of Children & Vulnerable Adults: Online Application Instructions

Screens for Non-Invoiced Employers, Agents, Entities, and Individuals

◊ These instructions are for Central Registry screens paid for on an individual basis ◊

GENERAL PROCESS:

The online Central Registry application is a 3 step process.

- (1) The requestor (ie the entity or person needing a result) initiates a request online for a client to fill out the Central Registry application. ** You will need the client's email address.
- (2) The client receives an email containing a unique link to complete the Central Registry application form online.
- (3) The requestor receives an email confirming the client has completed the Central Registry application form online and the form is ready to be verified and submitted for processing. ** The requestor has the final step in this process and *must* use the provided email link to submit the final Central Registry screen application.

STEP-BY-STEP ONLINE APPLICATION INSTRUCTIONS:

- (1) Go to this url: <https://wyodfsportal.force.com/wydfs/s/>
- (2) Use the right column labeled "Submit a New Central Registry Screen". Click the "No" radial button, use the drop-down menu to select the appropriate screen type, and click "submit".
 - (a) For future screens, you may use the "Yes" radial button, enter in the CRSR number received by email through previous screens, and requestor information will auto populate.



Language : English ▼

Note: Central Registry screens are specific to the State of Wyoming.

CHECK STATUS OF SUBMITTED CENTRAL REGISTRY SCREEN

To check the status of a Central Registry screen that has previously been submitted through this portal, enter your Requestor ID (CRSR) here and the Last Name of the person being screened (these can be found in the "Authorization completed..." email you received when the person being screened completed their Authorization of Release).

* CRSR ID
CRSR-XXXXXX

* Last name of person to be screened

SUBMIT

SUBMIT A NEW CENTRAL REGISTRY SCREEN

Have you previously submitted a Central Registry screen request and want to use the same requester information as before?
☐ Yes ☒ No

For users submitting a Central Registry Screen Request for the first time, please indicate which of the following describes you:

Please select a screen request type
Child Protection Agency Outside of Wyoming

Department of Family Services
Employer requesting a Central Registry screen
Individual requesting a Central Registry screen
Medical Group, Hospital, or Health Services facility
School District, Law Enforcement, or Local Government

(3) The main application page appears. In the "Persons to be Screened" fields, enter the person's name and email address. If a Central Registry screen is needed for more than 1 person, additional persons to be screened can be added by clicking on the plus +.



Language : English ▼

PERSON(S) TO BE SCREENED

* Name of person being screened

* Email

+ Click to add people to be screened

(4) Below the "Persons to be Screened" section is the "Requestor Information" section. This is similar to page 1 of the paper SS-26 form.

- (a) In "Organization requesting check" or other similar field, begin typing the organization's name. If screens have been completed under this name prior, an auto suggestion may appear. You may click on the auto suggestion to populate the form or complete all fields manually. Click "Submit".

(5) The applicant (ie person(s) to be screened) will receive an email and a link to complete the Central Registry form and authorization (same as the SS-26) online. The applicant clicks on the link in the email to be taken directly to the applicant's unique online application. Each person to be screened will receive a separate email.

Rachel Campbell

Rock Shop is requesting that you authorize the Wyoming Department of Family Services to conduct a Wyoming Central Registry of Abuse and Neglect record search to check for abuse, neglect and exploitation of children or vulnerable adults history.

Volunteers, prospective employees, or an employee who has or may have unsupervised access to minors or vulnerable adults may be screened. Note: According to W.S. 14-3-214, "the applicant shall use the information received only for screening prospective employees and volunteers."

The results of this check will be provided to Rock Shop. If this application is being made as a requirement of a child placing agency, therapeutic foster care, and/or an adoption agency, the requesting agency will provide the results of this check to the Department of Family Services.

Please click on this link to complete the Authorization of Release of Child & Adult Abuse/Neglect Central Registry Information form.

Your OTP is : 116031

<https://wyodfsportal.force.com/wyodfs/s/dfsauthorizationpage?snumber=ec9d10168847ab1ba1ef86c06fe4eb99e531c0d9f2e59949ea2b1f4fe24e9268paramaaf8b8c775a38f3350457719d6595c823244254eff2c51e31c0c7b48a64a5f7>

Rock Shop solicita que autorice al Departamento de Servicios para la Familia de Wyoming a realizar una búsqueda en el Registro Central de Abuso y

(6) The applicant uses the OTP number in the email to access the form. This number ensures the Central Registry result is securely returned to the requestor.

You can find your OTP verification number in the email you received.

* Please Enter OTP

116031

Verify

(7) The applicant completes the Central Registry form online and clicks the "Submit" button at the bottom of the page.

(8) **IMPORTANT:** The screen is NOT yet formally submitted. The requestor receives an email notification that the applicant has completed the Central Registry screen application. Use the link in the email to open the final Central Registry screen application page.

Rachel C has completed the Authorization of Release of Child & Adult Abuse/Neglect Central Registry Information per your request, authorizing the Wyoming Department of Family Services to conduct a Wyoming Central Registry record search to check for abuse, neglect and exploitation of children or vulnerable adults.

Volunteers, prospective employees, or an employee who has or may have unsupervised access to minors or vulnerable adults may be screened. Note: According to W.S. 14-3-214, "the applicant shall use the information received only for screening prospective employees and volunteers."

ACTION NEEDED - The Central Registry screen application for Rachel C has not been submitted. To submit the screen, please click on this link:

<https://wyodfsportal.force.com/wyodfs/s/dfsreview?ld=48d9a779c54f2bb0f25e2984f92bba96d90ff4cdd7564dbfe18fc4b328c23d5parama5a2386d675dd0eda86018473c1e8863b4ace809ef96280dbf841f8b4292e0e7>

To view and verify the applicant's social security number and date of birth, click on the eye icon and enter the following Requestor ID and applicant's last name: CRSR-001728

To track the status of your screen request application please use the following link and Requestor ID:

<https://wyodfsportal.force.com/wyodfs/s/>

Requestor ID: CRSR-001728

Rachel C ha completado la Autorización de divulgación de información del Registro central de abuso/negligencia de niños y adultos según su solicitud, autorizando al Departamento de Servicios para la Familia de Wyoming a realizar una búsqueda de registros en el Registro central de Wyoming para

(9) The final screen application page displays the information provided by the applicant. The requestor shall verify the accuracy of the applicant's information. To do so:

- (a) Locate the CRSR number found in the requestor's email message.
- (b) Click on the eye decal next to the applicant's social security number and date of birth fields.

AUTHORIZATION RELEASE

☒ I hereby authorize the Wyoming Department of Family Services to conduct a Wyoming Central Registry record search to check for abuse, neglect and exploitation of children or vulnerable adults. I agree to provide the following information and any other information needed to initiate the record search. I understand that any falsification of information or substantiated abuse or neglect activities may be the grounds for termination of employment.

First Name Rachel	Middle Name	Last Name  xxxxxxx
Maiden Name	Former Married Names	Aliases or Nicknames
SSN  xxx-xx-xxxx	Date of Birth  xxxx-xx-xx	Legal Gender Designation Female
Address Street 2300 Capitol Ave	City Cheyenne	State WY
ZIP 82002	Phone (777) 777-7777	Voluntarily List Names of Your Children

*Pursuant to W.S. 14-3-214(f) and W.S. 35-20-116(a), any organization receiving a report that a prospective employee/volunteer is "under investigation", shall be notified of the final determination of that investigation. A second screen result will be sent to the Requester when a final determination is made in these cases.

[Pay](#)

(c) Enter the CRSR number and applicant's last name. Click "Verify".

Department of Family Services to conduct a Wyoming Central Registry record search to check for abuse, neglect and exploitation of children or
n and any other informat substantiated abuse or ne
yment.

Verify

* CRSR ID
CRSR-001728

* Last Name
Campbell

[CLOSE](#) [VERIFY](#)

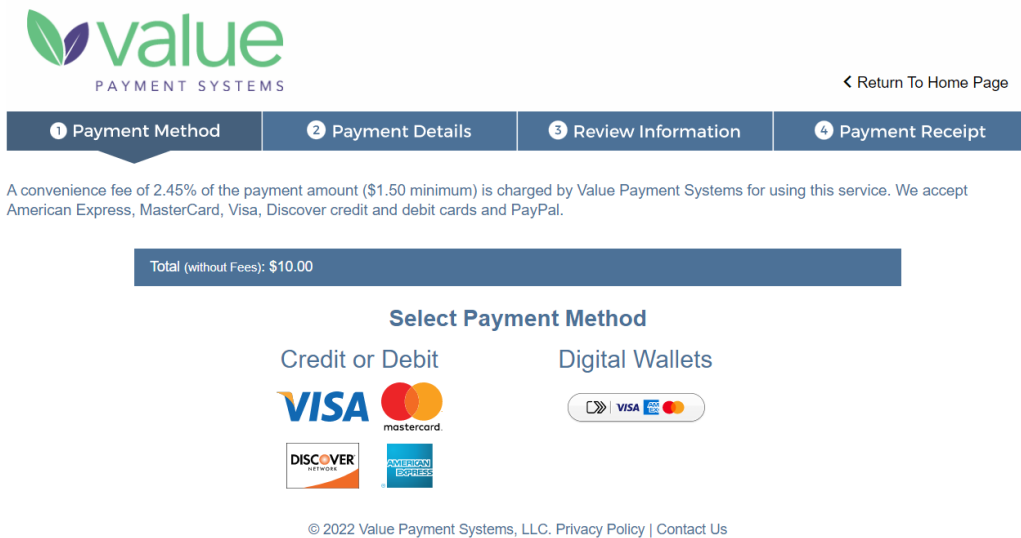
City
Cheyenne

State
WY

(d) The previously hidden social security number and date of birth will be displayed.

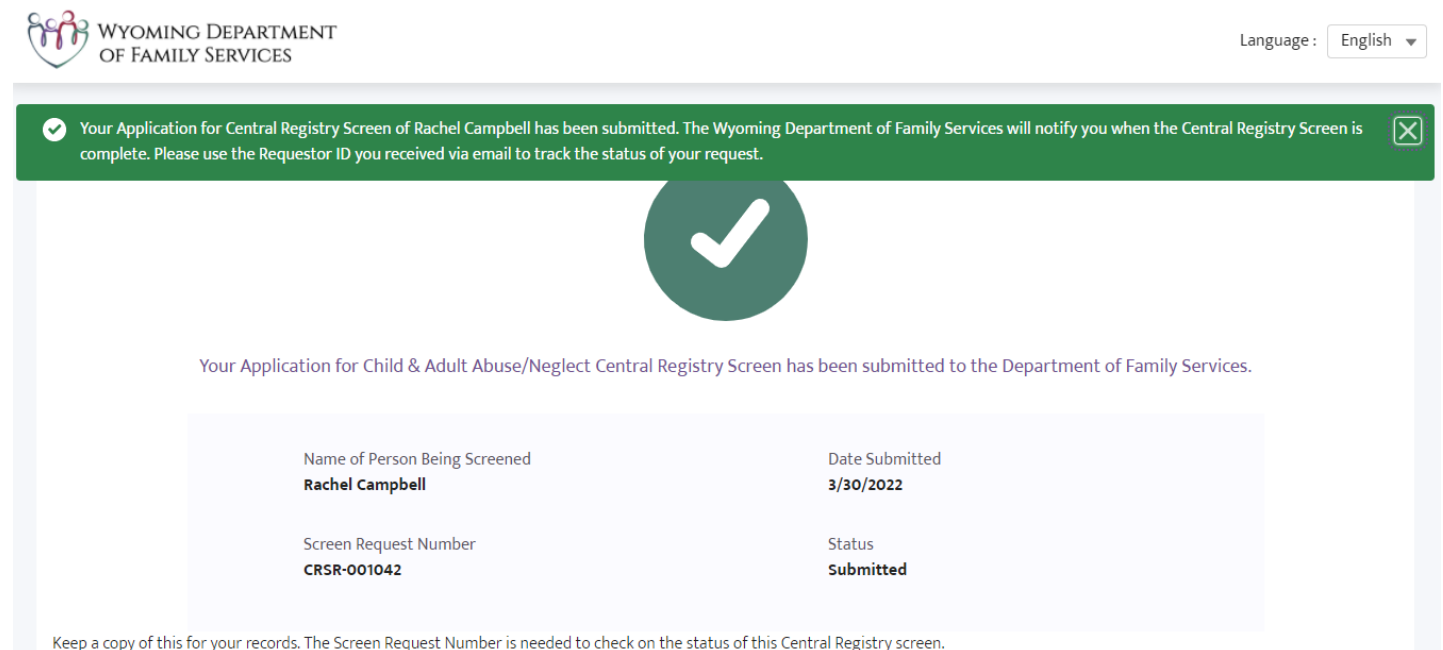
(e) Review all fields to ensure accuracy and click the purple "Pay" button at the bottom of the page.

(10) You will be be directed to Value Payment Systems to complete payment. Follow the payment instructions.



The screenshot shows the Value Payment Systems interface. At the top is the logo for Value Payment Systems. Below it is a navigation bar with four steps: 1 Payment Method (highlighted), 2 Payment Details, 3 Review Information, and 4 Payment Receipt. A note states: "A convenience fee of 2.45% of the payment amount (\$1.50 minimum) is charged by Value Payment Systems for using this service. We accept American Express, MasterCard, Visa, Discover credit and debit cards and PayPal." Below this is a blue bar showing "Total (without Fees): \$10.00". The main section is titled "Select Payment Method" and has two columns: "Credit or Debit" and "Digital Wallets". Under "Credit or Debit" are logos for VISA, Mastercard, DISCOVER, and AMERICAN EXPRESS. Under "Digital Wallets" is a button with logos for Apple Pay, VISA, and Mastercard. At the bottom is a copyright notice: "© 2022 Value Payment Systems, LLC. Privacy Policy | Contact Us".

(11) When payment is complete the final screen submission page appears. Click the purple “Submit” button. A green banner and confirmation appear if the Central Registry screen application is successfully submitted. The confirmation page information should be kept for future reference.



The screenshot shows the Wyoming Department of Family Services confirmation page. At the top left is the logo for the Wyoming Department of Family Services. At the top right is a language dropdown menu set to "English". Below the header is a green banner with a checkmark icon and the text: "Your Application for Central Registry Screen of Rachel Campbell has been submitted. The Wyoming Department of Family Services will notify you when the Central Registry Screen is complete. Please use the Requestor ID you received via email to track the status of your request." Below the banner is a large green circle with a white checkmark. Below the circle is the text: "Your Application for Child & Adult Abuse/Neglect Central Registry Screen has been submitted to the Department of Family Services." Below this is a table with the following information:

Name of Person Being Screened	Date Submitted
Rachel Campbell	3/30/2022
Screen Request Number	Status
CRSR-001042	Submitted

Below the table is a note: "Keep a copy of this for your records. The Screen Request Number is needed to check on the status of this Central Registry screen."

(12) Central Registry results are sent electronically. The requestor receives an email with a link to retrieve the completed Central Registry screen when ready.

** Pursuant to state statute and agency rules, all results reporting that an applicant is listed on the Central Registry will be sent by hard copy through postal service mail.

CHECKING THE STATUS OF A CENTRAL REGISTRY SCREEN:

A requestor may check the status of a submitted Central Registry screen at any time.

(1) Go to the Central Registry application home page here: <https://wyodfsportal.force.com/wydfs/s/> or use the link in the requestor's email.

(2) In the status checker on the left side of the screen, enter the CRSR number found in the requestor's email, and the applicant's last name. Click "Submit".

WYOMING DEPARTMENT OF FAMILY SERVICES

Language : English ▼

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CHECK STATUS OF SUBMITTED CENTRAL REGISTRY SCREEN

To check the status of a Central Registry screen that has previously been submitted through this portal, enter your Requestor ID (CRSR) here and the Last Name of the person being screened (these can be found in the "Authorization completed..." email you received when the person being screened completed their Authorization of Release).

* CRSR ID

CRSR-001042

* Last name of person to be screened

Campbell

SUBMIT

SUBMIT A NEW CENTRAL REGISTRY SCREEN

Have you previously submitted a Central Registry screen request and want to use the same requester information as before?

☐ Yes ☒ No

For users submitting a Central Registry Screen Request for the first time, please indicate which of the following describes you:

Please select a screen request type ▼

SUBMIT

(3) The status will show "Submitted" if the screen request application is successfully submitted and the screen is in the queue for processing. The status will change to "Complete" when results are ready.

NEED ASSISTANCE?

Contact the Central Registry office at centralregistry@wyo.gov