



Missouri Department of Health and Senior Services  
 P.O. Box 570, Jefferson City, MO 65102-0570 Phone: 573-751-6400 FAX: 573-75  
 RELAY MISSOURI for Hearing and Speech Impaired 1-800-735-2966 VOICE 1-800-7

Attachment C  
 SAMPLE

Richard C. Dunn  
 Director

Bob Holden  
 Governor

04/20/2004

**FAMILY CARE SAFETY REGISTRY**  
 Background Screening Result  
 Registrant No. 99999999

JANE DOE \_\_\_\_\_ **REGISTRANT**  
 123 HIGH ST  
 JEFFERSON CITY, MO 65101

On 04/20/2004, the Family Care Safety Registry (FCSR) processed a request to perform a background screening on you. The request for background information, for employment purposes only, was made by:

\_\_\_\_\_ **DSS OFFICE**  
 COLE COUNTY CHILDREN'S DIVISION (OEC)  
 123 MAIN ST  
 JEFFERSON CITY, MO 65101

The requester was informed that a check of the registry indicated you are registered with the FCSR, and the background screening #99999999 indicated the following:

- RESULT** \_\_\_\_\_
- **Criminal history information is on file with the MO State Highway Patrol**
  - **Child abuse/neglect information is on file with the MO Dept. of Social Services.**

The FCSR background screening accesses information from the following sources:

- Criminal history information on file with MO State Highway Patrol
- Sex Offender Registry information on file with the MO State Highway Patrol
- Child abuse/neglect information on file with the MO Dept. of Social Services
- Foster parent license denial, revocation or suspension on file with the MO Dept. of Social Services
- Employee Disqualification List information on file with the MO Dept. of Health and Senior Services
- Employee Disqualification Registry information on file with the MO Dept. of Mental Health

If information was identified in your background screening, you may request a copy of the specific details by sending a written request that includes your name, address, and background screening number shown above to the Missouri Department of Health and Senior Services, Family Care Safety Registry, PO Box 570, Jefferson City, MO 65102.

The law (Chapter 210.900 to 210.936, RSMo.) allows employers to contact the FCSR to obtain background screening information for employment purposes only. You will be notified each time the FCSR processes a request and you will be given the requestor's name, address and the current background screening information provided.

Please read the enclosed sheet for important information on registrant notification and appeal rights. If you have questions concerning the FCSR, please call toll-free 1-866-422-6872, between 7:00 a.m. and 6:00 p.m., Monday through Friday.

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[www.dhss.state.mo.us](http://www.dhss.state.mo.us)

The Missouri Department of Health and Senior Services protects and promotes quality of life and health for all Missourians by developing and implementing programs and systems that provide: information and education, effective regulation and oversight, quality services, and surveillance of diseases and conditions.