

Instructions for CFS-342 Arkansas State Police Criminal Record Check

Purpose

The CFS-342 will be used to authorize criminal record background checks related to foster care and adoption. Complete one form for each foster/adoptive parent applicant. Also, complete one form for each household member age fourteen (14) years or older. If the household members have already authorized this action, then a copy of the authorization must be attached. If not, the household members are to sign the authorization on this form.

To prevent delays caused by incomplete forms, the county supervisor should designate a person to check each form for accuracy and completeness.

Expedited checks

Check the appropriate box at the top of the form to identify the type of check requested. Provisional Relative Foster Home checks and court ordered checks will be expedited.

Expedited reports will be completed within 24 hours and all other checks will be completed within 30 days of the request. A copy of the order or written verification of when the order was made, and by which court, must be attached to the request for expedited court ordered checks.

Repeated checks

Per Act 1041 of 1997, any person required to have an Arkansas State Police Record Check shall repeat the check every five years, except for adoptive parents once the adoption decree has been issued. Adoptive parents shall have the Arkansas State Police Criminal Record Check dated within one (1) year of placement.

Routing:

Send the Criminal Record Check information in an envelope stamped “**CONFIDENTIAL**” to:

Arkansas Department of Human Services
Division of Children and Family Services Foster Care Unit
P.O. Box 1437, Slot S565
Little Rock, Arkansas 72203-1437
Foster Care: (501) 682-8450 Adoption: (501) 682-1569

For expedited checks the CFS-342 can be **faxed** to the Foster Care Unit (501-682-5272). However, the fax must be accompanied by an **email** to Olivia.Bates@arkansas.gov, verifying that there is an original notarized copy in the possession of the Division.