

FEDERAL & CENTRAL REGISTERS OF MISSING CHILDREN SEARCH REQUEST

STEP ONE: Read Instructions – If you have saved this request using i-Familynet, please **DO NOT** mail or fax this form. Your request has been electronically submitted.

Massachusetts General Law, chapter 210, section 5A requires that "in any petition for adoption the department shall submit to the court verification that the adoptee is not registered with the federal register for missing children and the central register."

[The central register is maintained by the Department of Criminal Justice Information Services (DCJIS) and lists missing children in Massachusetts.]

A DCF social worker should submit a request when:

- there is suspicion that a child is missing;
- termination of parental rights is going to be requested;
- completing a DCF report for non-agency sponsored adoptions;
- when preparing adoption petition for filing.

The *Department of Criminal Justice Information Services (DCJIS)* will make a search of the federal and central registers of missing children. If a child is not listed as missing, the Department will certify the form and return it to the requestor. The form should then be retained for inclusion in the adoption filing. If a child is registered on either list, the requesting social worker will be notified immediately by fax and phone.

STEP TWO: Fill in Information

Request Date:

CHILD'S NAME:

ALTERNATIVE NAME(s):

DATE OF BIRTH:

REQUESTOR'S NAME:

Social Security # (if available):

RELATIONSHIP *(If represented by counsel, write attorney's name and address):*

DCF OFFICE:

PETITIONERS:

PETITIONERS TELEPHONE:

PROBATE & FAMILY COURT DIVISION *(Full address of Court):*

STEP THREE: Submit Form – If you have saved this request using i-Familynet, please **DO NOT** mail or fax this form. Your request has been electronically submitted.

Others Completing This Form: *MAIL or FAX this form (Please do not duplicate by doing both - THANK YOU.):*

MAIL TO: Permanency Planning Technician
Department of Children and Families
600 Washington St. 6th Floor
Boston, MA 02111

or FAX TO: 617.748.2187

FOR OFFICIAL USE ONLY:

I hereby certify under the pains and penalties of perjury, that the above adoptee is not registered with the Federal Register for Missing Children and the Central Register, as verified by the *Department of Criminal Justice Information Services (DCJIS)*.
