

# Instructions

## Request for Name Removal from the Central Registry by Juvenile Offender CFS-328b

### PURPOSE:

The CFS-328b is used by a person whose name was placed on the DCFS Central Registry as a juvenile offender to apply to have his/her name removed (if qualified).

### COMPLETION:

1. **In Section I – Requester’s Personal Data**, the applicant will type or print his/her:

- Last Name, First Name, any Alias and Middle Name;
- Current Address;
- Home and Work telephone numbers;
- Date-of-Birth, Gender, Social Security Number and Race.

2. **In Section II – Child Maltreatment Report Information**, the applicant will answer:

- Question #1 by checking “Yes” next to the type of child maltreatment identified on the applicant’s child maltreatment report; if no types apply do not check any type.
- Question #2 by checking “Yes” or “No”

**NOTE:** If you answered “Yes” to **both** questions in Section II., you meet the criteria for having your case reviewed.

3. **In Section III – Victim and Central Registry Data**, the applicant will type or print:

- Victim’s Name and Date-of-Birth;
- CRID Number listed on your Central Registry Report.

**Additional Documentation:** Attach the following documents to the form-

- A copy of the Central Registry Report;
- A current criminal record background check;
- Information which proves by a preponderance of the evidence that you have been rehabilitated. The information you submit may include any or all of the following:
  - A personal letter explaining your rehabilitation
  - Documents proving participation in treatment, remediation, or rehabilitation programs
  - One to three letters of reference from professionals, employers, spiritual counselors, friends, or family describing your rehabilitation

### ROUTING:

- The applicant will retain a copy of the form for him/herself
- The applicant will mail the completed form and attachments to the following address:

**The Division of Children and Family Services  
Central Registry  
P.O. Box 1437, Slot S566  
Little Rock, AR 72203**