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