



B. J. Walker, Commissioner

Department of Human Resources • Division of Family and Children Services • Mary Dean Harvey, Division Director  
2 Peachtree Street, NW • Suite 19-490 • Atlanta, Georgia 30303-3142 Phone: 404 657-5202 • Fax: 404 657-5105

June 14, 2007

**TO:** All State Child Welfare Agencies, Private Agencies  
**FROM:** Bobby D. Cagle, MSW, Family Services Director  
Georgia Division of Family and Children Services  
**SUBJECT:** Out-of-State Child Abuse/Neglect Registry Requests

All out-of-state Child Abuse/Neglect Registry Requests will now be processed by the Georgia Department of Family and Children Services, Constituent Services/ICPC Units. The Section Chief is Ms. Yvonne A. Davenport, and all requests should be directed to her attention at the following address:

Ms. Yvonne Davenport, Section Chief  
Constituent Services/ICPC Units  
#2 Peachtree Street, 18<sup>th</sup> Floor  
Atlanta, Georgia 30303-3142  
Phone Number: (404) 463-2239  
Fax Number: (404) 657-4483 or 404-657-3415

On behalf of the Division, I ask that you follow a few simple guidelines in making your requests. Your compliance with the following guidelines will assure a timely response to your request.

1. Requests must be submitted on agency letterhead.
2. Requests may be mailed or faxed to the attention of Ms. Davenport.
3. Requests must include the names of all household members, their dates and places of birth (city or county and state) if known, and their social security numbers, if known.
4. Request should include, when known, other names or alias of mother or father.
5. We will send a response within 24 hours of receipt of your request for in-state inquires. Out-of-state inquires will be processed upon receipt with an anticipated seven (7) day turn around time or out-of-state response. We will either mail or fax our response based on your expressed preference.

Information provided will include whether or not the family is known to the child protective services system, the nature of the referral, and whether or not the investigation substantiated the allegation(s). We will also provide county contact information.

Thank you for your cooperation with these procedures, which were designed to expedite the process.

BDC:w