

December 4, 2018

Please begin submitting a copy of your applicant's photo id, social security card or birth certificate along with their DPP 156 central registry check effective immediately. Please make sure copies are light enough to view all identifying information. These documents are used to verify the identity of the applicant submitting the form. This requirement is listed on the DPP 156 central registry check form. Also, please make sure the form is filled out completely before submitting to the Records Management Section for processing. See instructions/reminders below.

We are now requiring parents/guardians of all applicants under the age of 18 to complete and sign a consent giving the Cabinet for Health and Family Services, Records Management Section consent to process the DPP 156 central registry check on their child. Parents/guardians need to submit a copy of their photo id along with the consent.

Instructions for completing the DPP 156 form

Make sure you are using the DPP 156 central registry check form that was revised January 2018.

Please mark a category box or write the reason for your request along with the KRS or KAR number on the other line.

Please include the full first name, middle name, last name, and any maiden or nicknames.

Include date of birth and full social security number. If the applicant does not have a social security number, please write "No social security number" on the appropriate line.

Please include all addresses for the last 5 years including city, state, and zip code. DO NOT abbreviate the city (example Lexington (Lex), Louisville (Lou))

Please make sure the individual and witness are signing and dating the form. The witness needs to watch the individual sign and date the form.

Please complete the employer/agency section. If you would like the forms mailed back to the attention of someone, please include their name.

Check/money order should be made payable to the Kentucky State Treasurer, not the Cabinet for Health and Family Services. PLEASE DO NOT SEND CASH. Please make sure your check/money order is filled out and signed.

If you have any questions, please contact the Records Management Section at (502) 564-3834.