

Virginia Department of Social Services/Child Protective Services

Request for Release of Information Form

Common Errors & How to Avoid Them

The following information is to assist OPCYP Parish Liaisons avoid common errors that will cause the disqualification of VDSS/CPS paperwork. The form exists in a fillable PDF document format on available on the Diocesan website.

Best Practices

- Many errors may be prevented or mitigated by completing the form on a computer and printing the document with the data pre-entered.

Required Practices

- Ensure all hand-written data is legible and distinct.
- Include dates of residence for prior addresses and an address history of 15 years. Permanent addresses may be used, if applicable, in periods of frequent moving, e.g. college residences or military service.
- Print the form **only on 8.5"x11" (letter)** pieces of paper. Do not shrink or enlarge the data of the PDF. If additional paper is attached, it should also be letter paper.
- If some information is unknown, **provide as much as is known** and mark "Unknown" for the remainder. Common examples of things that may not be fully known: previous addresses, particularly zip codes, full date of birth for a previous spouse or estranged child, etc.

Prohibited Practices:

- **Absolutely no white out** may be used on any portion of the document, even portions which do not have user-added data.
- **Absolutely no strike-outs may be used to correct a form.** Complete a new form.
- **Do not write outside of the form-defined boxes.** If additional space is required for some fields, e.g. more than four children, attach an additional sheet of paper. Ensure all information fields requested are added if additional pages are used e.g. middle names, dates of birth.
- **Do not write on or around, mark, mar or otherwise tamper** with the **barcode** at the bottom of the form.
- **Do not leave empty spaces ensuring all fields are filled.** If a field or line is not applicable, mark "N/A". If a person has no middle name, "NMN" may be entered. If a person has only an initial as a legal name, or birth middle name, the initial should be listed and marked further as "Initial only".
- **Do not use a middle name that was not given at birth. Ensure that the** requested middle name of individuals is given as it appeared on their birth certificate ***at the time of birth.***

Important Notes:

The form must be **signed in front of a notary public**. For best results, use a notary public in the Commonwealth of Virginia. The notary section must be complete—this is the notary's responsibility, but failure to have a complete notarial act will result in rejection. ***Do not sign the form before appearing before the notary.***

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A complete notary in Virginia consists of (c.f. Virginia Notary Handbook):

1. Notarial statement
2. The date of the notarial act
3. The location of the notarial act in the city or county where notarization occurs
4. The expiration date of the notary's commission
5. Notary's signature
6. Notary's registration number
7. Photographically reproducible notary seal/stamp

If you have any further questions, please direct them to OPCYP via phone: (703) 841-3847 or email: opcyp@arlingtondiocese.org. Additionally, the monthly OPCYP Parish Liaison trainings are a great way to refresh your knowledge and hone your paperwork processing skills, Please contact Ms. Karla Canizalez for more information at k.canzalez@arlingtondiocese.org.