

Requesting a check on the Central Registry Portal as an Individual

To submit a Central Registry Check on yourself and receive the results back from DHHS, click the Start Check button on the home page of the Portal and follow these steps to submit your Check:

- Home
- Individual Check Request
- Business or Organization Check Request
- New Business or Organization
- Joining a Business or Organization
- Sending Check Request Invitations
- Viewing Check Requests as a Business or Organization
- Requesting an Expungement from the Central Registry
- Frequently Asked Questions
- Additional Information



Begin Check

- List an email address and determine a PIN for the Central Registry check
 - Once submitted, you will receive an email with your Request Number
- Use the Request Number and your PIN to return to the check at any time, to finish the check and after it has been submitted to DHHS to view the status and obtain results



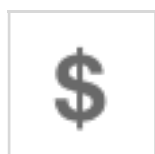
Enter Information

- Enter all information required for the Check Request
- You may determine which Registry(ies) are to be checked:
 - Child Abuse and Neglect Central Registry
 - Adult Abuse and Neglect Central Registry
 - **DHHS Recommends selecting both**



Determine Verification Method

- Available Verification methods may differ for Checks with your Business or Organization, but will be one of the two option below:
- Online Identity Verification
- Upload a Notarized Signature



Submit Payment

- Fees for Central Registry Checks may be covered by your Business or Organization, or not. The list of possible fees include:
- Online Identity Verification fee: \$1.00 *(if applicable)*
- Online payment processing fee: \$1.50
- All fees payable by Credit/Debit Card or ACH/Electronic Check



Complete Identity Verification

- Correctly answer a number of quiz questions based on the information you provide.
 - If you do not answer correctly, a Notarized Signature will be required
- Print and sign the Notary Form provided, have the signature notarized by a Notary Public, then return to the portal and upload a copy of the notarized document to your Check Request using your Request Number and PIN




Submit your Central Registry Check to DHHS

- Processing time for Check Request may take up to two weeks



View Central Registry Check

- From the Portal, under Check Request Status, click View Check
- Enter your Request Number and PIN to gain access to your check
- Review the status and/or results of your check
 - Results are available to save or print as a PDF
 - Your Business or Organization will automatically receive a copy of the results as well.

Additional details can be found in our  [CheckRequestGuide.pdf](#)

Contact Us at (402) 471-9069 for assistance

Good Life. Great Mission.

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Site Best Viewed at 1024x768 [Screen Resolution](#)

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