

If you are submitting a CPS screening request for a current/prospective foster parent, substitute, volunteer, frequent visitor, or Kinship request, due to the high volume of request that we receive daily. A response will be sent to you within 10 days from the date the request is received. If we can complete the request prior to that timeframe, we will let your agency know. If your request is kicked back, you will be required to respond to the kickback email and possibly re-submit your request and wait the 10 days from the date the amended request is received.

Please ensure that you submit a TYPED CPS Application for each person to be screened, with the original signature listed on the typed application, along with your agency letterhead. We will not accept handwritten applications or applications that have a typed signature. Please ensure that you list all addresses in month/year format, going back five years from the date/year that you are submitting the request. A sample completed application is uploaded in GA+SCORE under the CPS Screening Unit tab for review. . Please take the time to review the sample completed application to avoid your request being rejected for errors. All information on the application must match what is listed in GA+SCORE.

If you are an agency from another state submitting or requesting the status of an Adam Walsh screening request for applicants who previously resided in the state of Georgia, please email GeorgiaAdamWalshCheck@dhs.ga.gov for assistance.

If you are checking on the status of a submitted request, please email the cps email box at cpsscreening@dhs.ga.gov for assistance.