



DEPARTMENT OF ECONOMIC SECURITY

*Your Partner For A Stronger Arizona*

**TRANSMITTAL DATE:** June 30, 2014

**TOPIC:** Central Registry Background Checks for Employment

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**Being Sent on Behalf of DES/DDD Business Operations**

*Please do not reply to this notification*

**Central Registry Background Checks For Employment**

Central Registry background checks for employment for DES/DDD Qualified Vendors are being completed internally by DDD rather than by the Department of Child Safety [previously known as the Division of Children, Youth and Families (DCYF)].

Effectively immediately, please send any new requests for Central Registry Background Checks to [DDDCentralRegistrySearchRequest@azdes.gov](mailto:DDDCentralRegistrySearchRequest@azdes.gov) or fax them to the DDD Contract Management Unit, Central Registry Request, at (602) 542-8193.

For your convenience, [attached are the current documents](#) to use when making a request.

Questions: Contact Melissa James or Virginia Dominguez, DES/DDD Contracts Management Unit, at [mjames@azdes.gov](mailto:mjames@azdes.gov) or [vdominguez@azdes.gov](mailto:vdominguez@azdes.gov) or call 602-542-6874.

***Thank you!***