



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

NEW FORM FOR CENTRAL REGISTRY BACKGROUND CHECKS

Target Audience - Qualified Vendors and Providers

Transmittal Date - 07/17/2023

Qualified Vendors are now required to use [a new form](#) to complete Central Registry background checks.

The Department of Child Safety (DCS) and the Department of Economic Security (DES) worked in collaboration to update the [Direct Service Central Registry Clearance Process and Form \(CSO-1083C\)](#). The new form is now posted on the DCS website. **DCS will stop accepting the old 1083B form on August 1, 2023.**

It's important to carefully complete the new form in its entirety, select the box for DDD as the DES Division, and enter your contract number and the email addresses to receive the result of the background check.

After conducting the search, DCS will send out the communication of results to the following:

- The Employer
- The Employee or prospective employee
- And the Division/Agency selected by the Qualified Vendor on the form

This communication of results is considered confidential and should be kept in a secure location with your contract file for audit purposes.

For questions about these changes please contact DESCanRegistryChecks@azdcs.gov.