The applicant will start the process by proceeding to the abuse registry portal located at https://ecmp.nebraska.gov/DHHS-CR/CheckRequest/BeginOrgCheck/80269048

Once submitted to DHHS, your Central Registry check will be processed in the order it was received. If you provide an email address, you will be notified of updates to your Central Registry check. When completed by DHHS, your Central Registry check will be available for viewing on this website by using an automated Request Number and a unique PIN. Most results will be available for review within 3 - 5 business days, depending upon the request; some requests may take longer.
The applicant will receive an email with their request number and a link to allow them to start and stop the application as well as check on results:

DHHS Central Registry - Process started for request [redacted]

You have begun the process to request a Central Registry Check.

You can save your progress, submit your Central Registry Check to DHHS, or review the check status at any point in time. To access information regarding your check, you must enter the PIN you created and the following Request Number on the portal website.

Request Number: [redacted]
PIN: (created by you)
Portal Website: https://ecrm.nebraska.gov/DHSS_CR/CheckRequest/ResultsVerification

If you have questions you may call (402) 471-9272.

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Nebraska Department of Health & Human Services

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If this information has been received in error, the recipient is directed to destroy the information and notify this office of the error immediately.
After clicking the link, they will provide their request number and PIN number:

Child/Adult Abuse and Neglect Central Registry

Check Status/Results Of Submitted Check

Request #

Your Selected PIN

Cancel  View Check Request
The applicant will then enter in their information in the below fields:

**Check Request:**

- Begin Check
- Enter Information
- Verification Method
- Online Payment
- ID Verification
- Submitted to DHHS
- Check Complete

**Enter Information**

- **First Name**
  
- **Middle Name**  □ No Middle Name
  
- **Last Name**
Date Of Birth

Age

Social Security Number  □ No SSN

###-##-####

Current Address

City

State  Nebraska

Zip

Applicant's Phone Number

###-###-####

Other names, such as a maiden name, former married name, or nickname:

□ No Other Names

First Name    Last Name    Suffix

Add Other Name
Names and birthdates of your children and children who lived with you:

- **No Children**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Suffix</th>
<th>Date Of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Child Name

List all previous cities at which you have resided:

- **No Other Addresses**

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Other Address

I authorize DHHS to conduct the following checks and release the following information.

**This authorization is valid for a period of 6 months from the date you submit this form**

- **Child Abuse and Neglect Central Registry (CAN Registry)**
  1. Whether or not I am listed on the CAN Registry, and the following information regarding that listing:
     - a. Date of the alleged child abuse or neglect; and
       (i.e., Agency Substantiated or Court Substantiated)

- **Nebraska Adult Protective Services Registry (APS Registry)**
  1. Whether or not I am listed on the APS Registry, and the following information regarding that listing:
     a. Date of the alleged adult abuse or neglect; and
       (i.e., Agency Substantiated or Court Substantiated)
The applicant will then be asked which method of verification they will select. **Note:** We have set the portal to charge One Source and not the applicant.

![Verification Method](image)

All applicants for Central Registry checks must have their identity verified. This is required under Nebraska Revised Statute 28-725.

**Verification Type**
- Online Verification (Additional Charges Apply)
- Upload Notarized Document

![Check Request](image)
The applicant will be asked to answer questions based on the information provided on the request:

**ID Verification**

*In which of the following states did you live when your social security number was issued?*

- California
- Colorado
- Vermont
- Washington
- None of the above

Next
Sample 2 of questions:

In which of the following cities does the person currently live or own property?

- Arlington, Virginia
- Charlottesville, Virginia
- Windsor, Virginia
- Woodbridge, Virginia
- None of the above or I am not familiar with this person

Next
Sample 3:

ID Verification

In which of the following counties have you ever lived or owned property?

- Greene, Iowa
- Lancaster, South Carolina
- Surry, Virginia
- Washington, Nebraska
- I have never lived in any of these counties

Next
Once the applicant answers questions, they will receive a confirmation page:

**Check Request:**

- Begin Check
- Enter Information
- Verification Method
- Online Payment
- ID Verification
- Submitted to DHHS
- Check Complete

**Submitted To DHHS**

Your check request has been submitted to DHHS and is in process. Check back later to see the results. The process may take up to 2 weeks to complete.

Return To Home Screen
They will also receive a confirmation email:

 DHHS Central Registry - Request has been processed

To me

Your Central Registry Check has been processed. To access information regarding your Central Registry check, you must enter the PIN you created and the following Request Number on the portal website.

Request Number: 
PIN: (created by you)
Portal Website: https://ecmp.nebraska.gov/DHHS-CR/CheckRequest/ResultsVerification

If you have questions you may call (402) 471-9272.

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If this information has been received in error, the recipient is directed to destroy the information and notify this office of the error immediately.

This completes the applicants required steps. One Source will now be able to review the status of the request and the final results. If you or your applicants have questions, please feel free to reach out to One Source via phone or email, 402.933.9999 or CR@onesourcebackground.com