



## CRITERIA FOR ACCESS TO THE CHILD ABUSE REGISTRY

### **OPTION NUMBER 1: (ACCESS BY EMPLOYERS AND OTHERS)**

Under Subsection 19.3(3.1) if the “**work of the person**” involves the **care of children** or the person may have **access to children** an agency/organization may make a written request for access to the Child Abuse Registry

The Child Abuse Registry will review the written request to ensure that it complies with the legislative requirements. If the request for access is approved, an application must be made for each person to be checked. A customized application form will be forwarded to your agency/organization. This application form must be used by your agency/organization each time a Child Abuse Registry check is required where the work of the person involves or may involve children.

The completed check is sent to you directly. The subject does not receive a copy of the check.

If the work of the person **does not** involve the care of children or access to children, then the agency as part of its hiring policy may require the person to apply for a “self-check” – see below for instructions.

### **OPTION NUMBER 2: (ACCESS BY INDIVIDUAL “Self-Check”)**

Under Section 19.3(4) of *The Child and Family Services Act* any individual has the right to find out if his or her name is on the Child Abuse Registry and to access certain information on the Registry.

Therefore, if your agency/organization does not meet the criteria for access as defined under subsection 19.3(3.1) of the Act as outlined above, then you may decide to ask the person applying for employment or voluntary work, etc. to obtain a “self-check.”

The person concerned may apply in person Monday to Friday (8:30-4:30) at:

**Provincial Services**  
102 - 114 Garry Street  
Winnipeg MB R3C 1G1  
Phone: (204) 945-2197  
Toll-free: 1-877-587-6224

Self-check applications may be obtained from the address below or downloaded from the government website at [http://www.gov.mb.ca/fs/childfam/child\\_abuse\\_registry.html#9](http://www.gov.mb.ca/fs/childfam/child_abuse_registry.html#9) . Completed applications may be sent by mail or fax to:

**Child Protection**  
201 - 114 Garry Street  
Winnipeg, MB R3C 4V5  
Phone: (204) 945-6967  
Toll-free: 1-800-282-8069  
Fax: 948-2222

The completed check is sent to the Subject of the check. It would then be their responsibility to share or produce the results of the check with you.