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| **A cover letter is needed when a Liaison willmail/hand deliver original *Central Registry CPS Forms* to the Office of Child Protection. Do not provide incomplete Forms to OPCYP as this will prolong the processing time. The Form no longer requires notarization (no longer needs to be signed in front of a public notary/witness). The form must be signed with a wet signature – digital signatures are NOT accepted.** **Address****Office of Child Protection** **200 N. Glebe Rd. Suite: 605** **Arlington VA 22203**  |

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| **Helpful Tips** 1. The parish/school letterhead should be included in the cover letter
2. List the following information for each CPS form you are mailing:
	1. **Full legal name**
	2. **Compliance 6-digit ID**
		1. Compliance ID is found on the portal after DocuSign is approved by Liaison
3. Save the cover letter on your computer to keep record of CPS forms you have mailed to OPCYP
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**Cover Letter Example**

[School or Parish Letterhead]

 [Date]

 [Address]

Enclosed is the **CPS Form(s)** for the following individual(s):

**John Robert Smith: 123456** CPS Form

**Jane Elizabeth Smith: 22444** CPS Form

If you need any additional information, please contact me (Liaison Name) at [xxx-xxx-xxxx Ext.000] or [liaison1@liaison.com].

[Signature of Liaison]

[Name of Liaison]

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| **Final Reminders** * **Do not mail CPS forms for individuals that have *not completed their online background check application* first. OPCYP will not process and will shred the form as we have no way of logging the form on a record.**
* **If the form is rejected for errors, a new form will need to be completed and returned for the second attempt**.
	+ Blank Auto fillable CPS Form: <https://www.arlingtondiocese.org/uploadedfiles/cda/assets/pdf/child_protection/bgc-department-of-social-services-request.pdf>
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