



## OKLAHOMA DEPARTMENT OF HUMAN SERVICES

Children and Family Services Division  
Sequoyah Memorial Office Building  
P.O. Box 25352  
Oklahoma City, OK 73125

(405) 522-1487 • Fax: (405) 521-4373 • [www.okdhs.org](http://www.okdhs.org)



### **Request for Child Abuse and Neglect Information System Search**

The attached form is completed to request a search of the Child Abuse and Neglect Information System (CANIS) for prospective adoptive parents. The search and report of CANIS information is provided to assist in evaluating the safety of the home in which a child is placed.

To allow a timely completed search, ensure:

- all applicable information regarding the applicant is provided, including all current and former names used by the applicant;
- information regarding the stepparent is provided when a stepparent is the prospective adoptive parent. A search report is not required for the custodial biological parent;
- the applicant has signed the form;
- verification from a home study provider or adoption agency, or a copy of the Petition for Adoption is included;
- official documentation from United States Bureau of Citizenship and Immigration Services is provided when the request is for an international adoption; and
- the form and verification of impending adoption and other applicable documentation is mailed to the address listed on page two of Form 04AN028E, Request for Child Abuse and Neglect Information System Search, or fax to 405-521-4373.

Please contact the Child Protective Services Unit of the Children and Family Services Division of OKDHS at 405-521-2283 if you have questions.

**Please allow four weeks for completion of the search report.**





**OKLAHOMA DEPARTMENT OF HUMAN SERVICES**



**Request for Child Abuse and Neglect  
Information System Search**

Oklahoma Department of Human Services (OKDHS) is requested to conduct a Child Abuse and Neglect Information System search for the adoptive applicants named below.

**Type of prospective adoption:**

- Stepparent       Grandparent       Other relative
- Tribal       Domestic infant       Domestic child
- International       Other  \_\_\_\_\_

**Adoptive applicant one**

Adoptive applicant full name				
Aliases, including maiden name, former married name, and all other names				
Date of birth	Social Security number		Phone number	
Current street address	City		State	Zip
Years at current address		Previous county of residence		
Previous street address	City	State	Zip	Dates resided
Previous street address	City	State	Zip	Dates resided
Previous street address	City	State	Zip	Dates resided

**Unsworn declaration under penalty of perjury**

I certify that an adoption is being pursued through \_\_\_\_\_, attorney, or \_\_\_\_\_, child-placing agency, and the search report is used for this purpose only. I further certify under penalty of perjury under the laws of the State of Oklahoma that the foregoing is true and correct to the best of my information and belief.

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Applicant signature Date

**Adoptive applicant two**

Adoptive applicant full name				
Aliases, including maiden name, former married name, and all other names				
Date of birth	Social Security number		Phone number	
Current street address	City		State	Zip
Years at current address			Previous county of residence	
Previous street address	City	State	Zip	Dates resided
Previous street address	City	State	Zip	Dates resided
Previous street address	City	State	Zip	Dates resided

**Unsworn declaration under penalty of perjury**

I certify that an adoption is being pursued through \_\_\_\_\_, attorney, or \_\_\_\_\_, child-placing agency, and the search report is used for this purpose only. I further certify under penalty of perjury under the laws of the State of Oklahoma that the foregoing is true and correct to the best of my information and belief.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

Verification of impending adoption must accompany this request.

This request will not be completed when required verifications are not included.

Mail to: Oklahoma Department of Human Services  
Children and Family Services Division  
Child Abuse and Neglect Information System  
P.O. Box 25352  
Oklahoma City, Oklahoma 73125

**Please allow four weeks for processing the search.**