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Dear _____ :

The Department of Human Services evaluates all criminal convictions and founded child and dependent adult abuse reports for persons wanting a license to provide foster family care or living in a foster family home. This evaluation is required by 441 Iowa Administrative Code 113.13(237) to determine whether the conviction or abuse report should prevent the family from being licensed.

Our records check shows that you have the following criminal convictions or founded abuse reports:

Enclosed is a *Record Check Evaluation* form for each conviction or abuse report. Please complete the form to provide more information for us to consider in the evaluation. Return the completed form to our office within ten days after receipt. Failure to return it may result in a denial of the foster home license. If you want help completing the form, please feel free to contact the Department's county office or the recruitment and retention contractor.

If you want specific information about a criminal conviction, contact the local clerk of court. If you question a conviction record, you can contact the Division of Criminal Investigation at 515-725-6066. If you want specific information about a report of child abuse, you need to complete and submit form 470-0643, *Request for Child and Dependent Adult Abuse Information*. You can get this form from any Department of Human Services' office.

If you have any questions about completing the forms, please feel free to call.

Sincerely,