



Date:

Address:

RE: Incident #

Dear

The Department reviewed child abuse assessment incident number _____ to determine if your name is eligible to be removed from the Central Abuse Registry five years from the date of the original assessment, rather than the ten years generally required for placement on the registry.

We are pleased to inform you that your name will be removed five years after the original assessment date _____, unless there are any additional founded child abuse assessments naming you as the person responsible.

Please note that our information system will take your name off of the registry for this incident automatically. There is no further action that you need to take.