



Eddy County CASA

Process for Prospective Board Directors

1. Please review all materials in this packet to gain a thorough understanding of the benefits and responsibilities of Board directors.
2. Call the person who contacted you if you have any questions.
3. Complete the application.
4. Complete the Children, Youth & Families Department form and Authorization to Obtain Police Department Criminal Arrest Record form necessary to conduct a criminal history check.
5. Return the application and the criminal history forms to the person who contacted you, by using the attached stamped envelope.

Benefits of Being a Director of our Board

- Opportunity to use personal talents, skills, and resources to make a significant improvement in the quality of life for children.
- Opportunity to be associated with a concept and with programs that have an excellent reputation.
- Networking with dynamic advocates for children from the area.
- Ability to shape and contribute to an innovative organization which focuses on results.
- Become part of the movement to preserve families, when this route is appropriate.
- Opportunity to learn and apply principles of outcome-based governing.
- Opportunity to serve as spokesperson to other organizations on issues affecting children.

Desired Qualifications for Board Directors

- Ability and willingness to attend all board meetings, review materials as needed, and respond to inquiries between meetings.
- Commitment to the ownership and to the mission of the organization.
- Knowledge about fund raising or have connections to help.
- Futuristic thinking, political awareness, astuteness.
- Ability and eagerness to deal with values, vision and the long term goals.
- Ability to address the key challenges of the organization, including intelligence, assertiveness, character and integrity.
- Diversity; able to elicit and embrace differences.
- Has significant strengths, has created change.
- Understands current condition of the board and organization and impending issues.
- Propensity to think in terms of systems and context (drawn to the harmony of the whole vs. focusing on the parts).
- Ability to participate assertively in deliberations.
- Ability and willingness to fundraise and make a financial contribution commensurate with personal resources.



Board Director Application
Eddy County CASA Program

This board director application form is designed to serve the same purpose as that of an employment application. The CASA (Court Appointed Special Advocate) Program reserves the right to make any reference checks or inquiries deemed appropriate and necessary on the suitability of any new board director (just as reference checks are made on new employees.) We trust that you will understand this in the spirit intended. Any checks or inquiries will be kept in strict confidence. Please be aware that our standards for board directors are high and not all people who apply will necessarily be accepted. Working with an advocacy organization for abused and neglected children as director on the CASA board is extremely rewarding. We look forward to talking to you about becoming part of our dedicated Board of Directors.

PERSONAL INFORMATION
(Please Print)

Name: _____

Address: _____

Telephone #: (h) _____ (w) _____ (cell) _____

E-mail _____

May you be called at work? Yes ___ No ___ Social Security #: _____

How long have you lived in Eddy County? _____

IF you have lived *outside* of Eddy County in the past 7 years, please list those address:

Date of Birth: _____ Place of Birth: _____

Marital Status: _____ If presently married, give spouse's name and occupation:

Name: _____ Occupation: _____

Children:
 Name _____ Date of Birth _____ Sex _____

Other Members of Household:
 Name _____ Relationship _____

Does your family endorse your participation on our board? _____
 Do you drive? Yes ___ No ___ New Mexico driver's license # _____

YOUR EDUCATION:
 (circle highest completed)

High School: 9 10 11 12 College: 1 2 3 4 Graduate: 1 2 3 4

Major: _____

Degree: _____

Are you presently enrolled in school? Yes ___ No ___
 If yes, name of school and course of study: _____

WORK/VOLUNTEER HISTORY
 (Use another sheet if necessary)

1. Name and Address of present or last employer or volunteer project:

Dates: _____ Supervisor's Name: _____

Brief Description of Work: _____

2. Name and Address of next previous employer or volunteer project:

Dates: _____ Supervisor's Name: _____

Brief Description of Work: _____

List your other current community activities and membership in clubs, church, other organizations: _____

Languages Spoken: _____

Hobbies / Special Interests: _____

Will you be available for monthly meetings (usually the 3rd Monday) at 6:00 p.m.
Yes _____ No _____

Are you willing to participate in fundraising?
Yes _____ No _____

Area(s) of expertise and/or contribution(s) you feel you can make:

How did you learn about the CASA program? _____

Please write a brief statement explaining why you are interested in serving on our board

PERSONAL REFERENCES

If you are employed, one reference should be from your employer- NO family members please

1. Name: _____
Address: _____
Telephone #: _____ Relationship: _____

2. Name: _____
Address: _____
Telephone #: _____ Relationship: _____

3. Name: _____
Address: _____
Telephone #: _____ Relationship: _____

In case of emergency, contact: _____ Telephone #: _____

Relationship: _____

Name (please print) _____

Signature _____ Date _____

AFFIRMATION AND RELEASE:

I, _____, hereby affirm that all of the answers provided on my board member application are true. I hereby authorize the Eddy County CASA Program to investigate my background for the past 7 years to determine my fitness as a potential board member. I understand that the information requested in this application will be used only for the purpose of determining suitability as a CASA board member. I understand my application will be rejected if I am found to have been convicted of, or having charges pending for, a felony or misdemeanor involving a sex offense, child abuse or neglect, or related acts that would pose risks to children or the CASA program's credibility. Further, I understand that if I am accepted as a board member, I will be expected to serve a minimum of three years on the CASA Board of Directors. If unforeseen circumstances prevent me from fulfilling this obligation, I will submit my written resignation to the Board President and Executive Director with as much advance notice as possible. I am aware of the sensitive and confidential nature of the work of the CASA program and any information I might learn in my capacity as a CASA board member is confidential. I will discuss these matters only with other board members and CASA staff.

If you refuse to sign Affirmation and Release, your application will be rejected.

Name (please print) _____

Signature _____ Date _____

Please return completed application to:

Eddy County CASA
Attention: Melissa (Missy) Chavez
118 West Mermod
Carlsbad, New Mexico 88220
Phone: 887-5966 Cell: 575-361-3436
Email: casaeddyco@pvt.net

The Eddy County CASA Program is a United Way Agency and EOE

Revised 09-02-2020



Eddy County CASA

Board of Directors

The Board of Directors is the active governing body of the Eddy County CASA Program. It has the ultimate legal and moral responsibility for every phase of the organization. If abused and neglected children are to be served effectively, the board, with the executive director, must provide effective leadership. Directors should not have a material conflict of interest and serve without compensation.

The board should be large enough to carry out its responsibilities, yet small enough to function as an effective problem-solving group. It should be representative of the community it serves in relation to sex, socio-economic and ethnic groups.

Regular attendance of board meetings is essential so that the decisions made represent the opinion of the board as a whole. In addition, regular attendance enables directors to be productive and helps ensure that the issues are examined from a variety of perspectives. By laws Article 2 Section 12 Absentees: If a board director is absent from two (2) regular or special meetings annually without good cause or being excused by prior authorization of the presiding board President, and recorded in the minutes of the meetings missed, that director shall be dropped from the board and a vacancy announced.

The term of service is three years; the by-laws Article 2 Section 2. Number, Tenure: provide for a second full term allowing for a total of six years service. After a year absence, a former member may be asked to serve again. Terms are staggered so that two-thirds of the board directors return each year to give the board that needed continuity.

Planned rotation of the board will:

- Offer the board stimulation of regular and planned changes in directorship.
- Offer directors the assurance that there is a beginning and end to their service.
- Increase the number of people in the community interested in the CASA program.
- Remove non-participating directors from the board.

The board is directed by officers that are charged with specific responsibilities in board leadership.

- The president **MUST** have the management skills necessary to lead the board in fulfilling its responsibilities.
- The Vice President is considered in training to be the future President and will assume the President's responsibilities should the President be absent or incapacitated.
- The Secretary is responsible for keeping accurate records for the corporation.
- The Treasurer is responsible for supervising the control and custody of all assets of the corporation.

Roles and Responsibilities

Design and redesign the goals and determine plans for the operation of the organization, and evaluate the organization in light of progress toward these goals.

Actively promote the purpose and goals of the CASA program; this is to speak on behalf of abused and neglected children in the community. The directors are ultimately accountable to the constituency and community that the nonprofit serves.

Mission and planning: Since the board is ultimately responsible for ensuring that the mission of the nonprofit is carried out, it must define, and update as needed, that mission. Plans are essentially the means of carrying out the organization's mission, and long-range planning is one of the board's most important duties. Annual plans and budgets are usually developed first by staff, but are presented to the board for revision and approval. Both provide essential data for judging the effectiveness of staff at fulfilling the mission of the organization during a given time period.

Governance and accountability: The primary duty of the board is to govern the organization in accordance with the will of the constituency, the needs of the community served by the organization, and applicable state, local and federal laws. The board has the responsibility to develop and establish policies which will provide the framework for agency operations. A policy is an established, binding course of action that must be followed and will establish what the organization will be doing. The board insures that policies are implemented, but does not itself execute that policy.

Since the board employs an executive director to carry out policy, it must also establish proper accountability structures to ensure that policies are appropriately implemented. Such structures will include financial and activity reports by staff to the board.

Monitor the management of the organization: Because board directors are volunteers who are not employed by the nonprofit, the board must hire staff to carry out the day-to-day management of the organization. The board will hire an executive director and empower him or her to employ other staff as needed. The executive director is accountable to the board, generally through the executive committee.

Board directors and staff members should work in partnership with each other, understanding their prospective roles and should interact to achieve the organizations goals. The president should always strive to share leadership and to delegate responsibility.

The executive director is responsible for the day to day operations of the business, implementing the policies and reporting to the board so that the policies can be adjusted as needed.

A board director cannot simultaneously serve on the board and serve as a volunteer child advocate (CASA volunteer).

Stewardship and fund raising: Directors are responsible for developing the financial resources of the organization through campaigning for funds. Directors are entrusted by donors with the responsibility of ensuring that funds and assets are properly managed. This stewardship responsibility is one of the most important functions of a board, and may have legal ramifications if improperly cared for. Because of the importance of good stewardship, most boards seek to recruit some members with financial management experience.

Each fundraising event will have a desired goal amount to be raised. While every board member shares responsibility for fund raising, the full board is responsible to ensure that income is adequate to meet expenses during any given budget period. Just as the board should not approve unjustified budget requests, it can't approve unrealistic income projections.



Disclosure Regarding Employment and/or Volunteer/Non-Employee Background Report

Eddy County CASA (“Organization”) may obtain from Sterling Volunteers, 4511 Rockside Road, 4th Floor, Independence, OH 44131, 855-326-1820 Option 3, www.sterlingvolunteers.com, a consumer report (“Report”) that contains background information about you in connection with your employment and/or volunteer/non-employee position. If you are hired or onboarded in a volunteer/non-employee position, to the extent permitted by law, the ORGANIZATION may obtain from Sterling Volunteers further reports throughout your employment and/or volunteer/ non-employee position without providing further disclosure or obtaining additional consent.

The REPORT may contain information about you character, general reputation, personal characteristics and mod of living. The REPORT may include, but is not limited to credit reports and credit history information; criminal and other public records and history; public court records (e.g. bankruptcies, tax liens and judgments); motor vehicle and driving records; educational and employment history, including professional disciplinary actions; drug/alcohol test results/ and Social Security verification and address history, subject to any limitations imposed by applicable federal and state law. This information may be obtained from public record and private sources, including credit bureaus, government agencies and judicial records, former employers and educational institutions, and other sources.

Authorization to Obtain Employment and/or Volunteer/Non-Employee Background Report

I have read the Disclosure Regarding Employment and/or Volunteer/Non-Employee Background Report provided by CASA ("ORGANIZATION") and this Authorization to Obtain Employment and/or volunteer/Non-Employee Background Report. By my signature below, I hereby consent to the preparation by Sterling Volunteers, a consumer reporting agency located at 4511 Rosckside Road, 4th Floor, Independence, OH 44131, 855-326-182 Option 3, www.sterlingvolunteers.com, of background reports regarding me and the release of such reports to the ORGANIZATION and its designated representatives, to assist the ORGANIZATION in making an employment and/or volunteer/non-employee position decision involving me at any time after receipt of this authorization and throughout my employment and/or volunteer/non-employee position, to the extent permitted by law. To this end, I hereby authorize, without reservation, any state or federal law enforcement agency or court, educational institution, motor vehicle record agency, credit bureau or other information service bureau or data repository, or employer to furnish any and all information regarding me to Sterling Volunteers and/or the ORGANIZATION itself, and authorize Sterling Volunteers to provide such information to the ORGANIZATION. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

I acknowledge receipt of a copy of the Consumer Financial Protection Bureau's "A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT."

Signature: _____

Date: _____

First Name: _____

Full Middle Name _____

Last Name: _____

Social Security Number: _____

Date of Birth _____

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account.

Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

**AUTHORIZATION TO INSPECT/OBTAIN
CARLSBAD POLICE DEPARTMENT CRIMINAL ARREST RECORDS**

DATE: _____

**TO: Carlsbad Police Department
Carlsbad, New Mexico 88220**

This will authorize the Director of the Eddy County CASA Program, to inspect and/or obtain copies of all arrest information only, concerning me, if any, filed with the CARLSBAD POLICE DEPARTMENT and National Crime Information Center.

I agree to indemnify and hold harmless the City of Carlsbad, and the CARLSBAD POLICE DEPARTMENT and any of its employees, against any liability as a result of my representative reviewing and/or receiving arrest information concerning me on file with the Carlsbad Police Department

PRINT COMPLETE NAME (including maiden)

SIGNATURE

DATE OF BIRTH

SOCIAL SECURITY NUMBER

STREET ADDRESS

CITY/TOWN

STATE

ZIP CODE

STATE OF NEW MEXICO

COUNTY OF EDDY

SUBSCRIBED AND SWORN to before me this _____ day of _____ 20____.

My commission expires: _____

NOTARY PUBLIC

Per Authority
JUDGE JANE SHULER GRAY
5th Judicial District,
District Court
Carlsbad, New Mexico 88220

JUDGE'S SIGNATURE

NOTICE. THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC AND THEN RETURNED TO CASA FOR THE JUDGE'S SIGNATURE.

DEPARTMENT OF PUBLIC SAFETY / P. O. BOX 1628 / SANTA FE, NM 87504-1628
ATTN: RECORDS \$ 15.00 PER RECORD CHECK

AUTHORIZATION FOR RELEASE OF INFORMATION

I, _____
NAME (MUST BE PRINTED-LEGIBLY) (SSN#) (DOB)

PURSANT TO NMSA 1978, SECTION 29-10-6(A) (Repl. Pamp. 1990), OF THE NEW MEXICO ARREST RECORD INFORMATION ACT, HEREBY APPOINT:

Eddy County CASA
NAME (MUST BE PRINTED) (IF NO AGENT, PRINT "SELF")
ADDRESS: 118 West Mermod Carlsbad, New Mexico 88220

AS AN AUTHORIZED AGENT FOR ME THE PURPOSE OF INSPECTING (AND / OR OBTAINING COPIES OF) ANY NEW MEXICO ARREST FINGERPRINT CARD SUPPORTED ARREST RECORD INFORMATION MAINTAINED BY THE DEPARTMENT OF PUBLIC SAFETY, INCLUDING INFORMATION CONCERNING FELONY OR MISDEMEANOR ARRESTS AND INFORMATION OBTAINED FROM RELEVANT FINGERPRINT DATABASES.

TO THE CUSTODIAN OF THE RECORDS IN QUESTION, I HEREBY DIRECT YOU TO RELEASE SUCH INFORMATION TO THE AUTHORIZED AGENT AS DESCRIBED ABOVE.

I HEREBY RELEASE THE CUSTODIAN OR CUSTODIANS OF SUCH RECORDS AND THE DEPARTMENT OF PUBLIC SAFETY, INCLUDING ANY OF THEIR AGENTS, EMPLOYEES, OR REPRESENTATIVES IN ANY CAPACITY, FROM ANY AND ALL CLAIMS OF LIABILITY OR DAMAGE OF WHATEVER KIND OR NATURE, WHICH AT ANY TIME COULD RESULT TO ME, MY HEIRS, ASSIGNS, ASSOCIATES, PERSONAL REPRESENTATIVE OR REPRESENTATIVES OF ANY NATURE BECAUSE OF COMPLIANCE BY SAID CUSTODIAN OR CUSTODIANS WITH THIS "AUTHORIZATION FOR RELEASE OF INFORMATION" AND MY REQUEST CONTAINED HEREIN FOR THIS RELEASE OR BECAUSE OF ANY USE OF THESE RECORDS. THIS RELEASE IS BINDING, NOW AND IN THE FUTURE AND IS VALID FOR A PERIOD OF UP TO 120 DAYS FROM THE DATE SIGNED, ON MY HEIRS, ASSIGNS, ASSOCIATES, PERSONAL REPRESENTATIVE OR REPRESENTATIVES OF ANY NATURE.

APPLICANT SIGNATURE: _____

DATE: _____

(*ATTN: NOTARY-ENSURE DOCUMENT IS SIGNED BY BOTH APPLICANT AND PARENT (GUARDIAN) IN YOUR PRESENCE AND NAME, DOB, SOC INFO IS VERIFIED WITH A VALID ID)

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____ 20____.

(SEAL) _____
(SIGNATURE OF NOTARY PUBLIC)

MY COMMISSION EXPIRES: _____

For Department of Public Safety Use Only

**AUTHORIZATION TO INSPECT/OBTAIN
ARTESIA POLICE DEPARTMENT CRIMINAL ARREST RECORDS**

DATE: _____

**TO: Artesia Police Department
Artesia, New Mexico 88210**

This will authorize the Director of the Eddy County CASA Program, to inspect and/or obtain copies of all arrest information only, concerning me, if any, filed with the ARTESIA POLICE DEPARTMENT and National Crime Information Center.

I agree to indemnify and hold harmless the City of Artesia, and the ARTESIA POLICE DEPARTMENT and any of its employees, against any liability as a result of my representative reviewing and/or receiving arrest information concerning me on file with the Artesia Police Department

PRINT COMPLETE NAME (including maiden)

SIGNATURE

DATE OF BIRTH

SOCIAL SECURITY NUMBER

STREET ADDRESS

CITY/TOWN STATE ZIP CODE

STATE OF NEW MEXICO
COUNTY OF EDDY

SUBSCRIBED AND SWORN to before me this _____ day of _____ 20____.

NOTARY PUBLIC My commission expires: _____

Per Authority
JUDGE JANE SHULER GRAY
5th Judicial District,
District Court
Carlsbad, New Mexico 88220

JUDGE'S SIGNATURE

NOTICE. THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC AND THEN RETURNED TO CASA FOR THE JUDGE'S SIGNATURE.

New Mexico Children Youth and Families Department (CYFD)

Child Abuse and Neglect Check Authorization

List your birth name and every married name(s), hyphenated name(s), nick name(s), or variation of a name you have ever used. Please spell out every name, no initials. If no middle name, please indicate "NMN".

Social Security Number: _____ Date of Birth: _____

Place of Birth (city, state, country): _____

Current physical address: _____ State: _____ Zip: _____

Mailing address: _____ State: _____ Zip: _____

Phone number: _____

Current and Previous Spouse(s)/Significant Other(s):

Full name(s)	Date of birth, if known	Social Security Number, if known

Birth, adoptive, foster, step or other children who have ever lived in your home:

Full name(s)	Date of birth

I have provided CYFD with a valid copy of my photo ID and hereby authorize CYFD to conduct abuse and neglect screens of information in databases in New Mexico and to release such information directly to me.

Signature _____ Date _____

FOR CYFD USE ONLY

- A search of the Family Automated Client Tracking System (FACTS) has been completed on the above named person and a record of substantiated child abuse or neglect was not found.
- A search of FACTS has been completed on the above named person and a substantiated report of abuse or neglect was found to exist.

Search processed by: _____ Date _____

If you require additional information regarding substantiated reports, please contact Kathleen Hardy, Records Custodian at (505) 841-2955 or Kathleen.hardy@state.nm.us.

CYFD ADMINISTRATIVE SERVICES / BACKGROUND CHECK UNIT

FAX: (505) 827-7422 • EMAIL: cyfd.bcu@state.nm.us

PHONE: (505) 827-7326 • TOLL FREE: (888) 317-7326