



Request for Child Abuse and Neglect Information System Search (CANIS) for Guardianship



Instructions

Complete the following form to request a search of the Child Abuse and Neglect Information System (CANIS) for a prospective guardian of a child not in DHS custody. The search and report of CANIS information is provided to assist in evaluating the safety of the home in which a child is placed.

A timely completed search requires that:

- all applicable information regarding the applicant is provided, including all current and former names used by the applicant;
- all applicable information regarding other adults in the household is provided, including all current and former names;
- the applicant has signed the form; and
- the form and verification of guardianship petition/filing is transmitted by:
 - secure email to: canisguardianship@okdhs.org
 - fax to: 405-325-2321 or
 - mail to:
 Oklahoma Department of Human Services
 Child Welfare Services - Statewide Hotline LOC# 100-B
 Child Abuse and Neglect Information System
 P.O. Box 25352
 Oklahoma City, OK 73125

This request will not be completed when required verification is not included.

Results are returned to the requesting court or the court listed in the filing. Results are not returned to any attorney or individuals requesting guardianship. Provide mail or email address for the court:

Contact CANIS Guardianship at 405-325-2481 if you have any questions.

Please allow up to four weeks for processing the search request.

Request

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

Guardianship Applicant One

Guardianship applicant full name _____

Aliases, including maiden name, former married name, and all other names _____

Date of birth _____

Social Security number _____

Phone number _____

Address _____

City _____

State _____

ZIP code _____

Mailing address, if different than residence _____

City _____

State _____

ZIP code _____

Years at current residence: _____ Previous county of residence: _____

Previous street address _____

City _____

State _____

ZIP code _____

Dates resided _____

Previous street address _____

City _____

State _____

ZIP code _____

Dates resided _____

Previous street address _____

City _____

State _____

ZIP code _____

Dates resided _____

Unsworn Declaration Under Penalty of Perjury

I certify that a guardianship is being pursued through Case Number _____, Judge _____, _____ County Court. 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 _____

Guardianship Applicant Two

Guardianship applicant full name _____

Aliases, including maiden name, former married name, and all other names _____

Date of birth _____

Social Security number _____

Phone number _____

Address _____

City _____

State _____

ZIP code _____

Years at current residence: _____ Previous county of residence: _____

Previous street address _____

City _____

State _____

ZIP code _____

Dates resided _____

Previous street address _____

City _____

State _____

ZIP code _____

Dates resided _____

Previous street address _____

City _____

State _____

ZIP code _____

Dates resided _____

Unsworn Declaration Under Penalty of Perjury

I certify that a guardianship is being pursued through Case Number _____, Judge _____, _____ County Court. 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 _____

Other Adults in the Household



Full name _____

Aliases, including maiden name, former married name, and all other names _____

Date of birth _____ Social Security number _____ Phone number _____

Address _____ City _____ State _____ ZIP code _____

Years at current residence: _____ Previous county of residence: _____

Previous street address _____ City _____ State _____ ZIP code _____ Dates resided _____

Previous street address _____ City _____ State _____ ZIP code _____ Dates resided _____

Previous street address _____ City _____ State _____ ZIP code _____ Dates resided _____

Full name _____

Aliases, including maiden name, former married name, and all other names _____

Date of birth _____ Social Security number _____ Phone number _____

Address _____ City _____ State _____ ZIP code _____

Years at current residence: _____ Previous county of residence: _____

Previous street address _____ City _____ State _____ ZIP code _____ Dates resided _____

Previous street address _____ City _____ State _____ ZIP code _____ Dates resided _____

Previous street address _____ City _____ State _____ ZIP code _____ Dates resided _____

Full name

Aliases, including maiden name, former married name, and all other names

Date of birth Social Security number Phone number

Address City State ZIP code

Years at current residence: _____ Previous county of residence: _____

Previous street address City State ZIP code Dates resided

Previous street address City State ZIP code Dates resided

Previous street address City State ZIP code Dates resided

Note

For a guardianship, the court must have a background check for a prospective guardian and all other household members 18 years of age and older consisting of a review of national fingerprint-based criminal background search or an Oklahoma State Bureau of Investigation name-based criminal history background check, a search of the Sex Offenders Registry maintained by the Department of Corrections (DOC), and a CANIS search.

A prospective guardian can request national fingerprint-based criminal background search directly from the Federal Bureau of Investigation (FBI) by applying online at: <https://www.fbi.gov/services/cjis/identity-history-summary-checks#Submit-a%20Request%20to%20the%20FBI>.

A search of the Sex Offenders Registry maintained by DOC can be accessed online at: <https://sors.doc.state.ok.us/svor/f?p=119:1>.