



BEST Kids, Inc.

Empowering youth in foster care to build better futures, one child at a time

Clearance Instructions

Please see below for instructions on how to proceed with each clearance. If you have any questions on the clearance process, you can contact Lizette Villarreal, Community Engagement Coordinator, at 202-774-5693 or lizette@bestkids.org.

Driver's License, Auto Insurance, and Driving Record

- You can submit your most recent driver's license and auto insurance by either scanning or taking a photo and emailing it to Lizette at lizette@bestkids.org.
- BEST Kids will run your driving record internally once we've received your current driver's license. You do not have to run your own driving record.

Sex Offender and Criminal Background Check

- If you were notified that your sex offender and criminal background check needs to be updated, it is so that you are informed that BEST Kids will be running it internally. You do not need to do anything for this clearance other than notifying us if your address has recently changed.

District of Columbia Child Protection Registry (DC CPR)

- Please fill out the attached DC CPR form by following the instructions on the cover page (you MUST follow the instructions or the form will not be accepted by CFSA).
- Once completed, the form must be notarized. BEST Kids can notarize it for you, but you must schedule a time with us to do so by emailing Lizette at lizette@bestkids.org. You can also get the form notarized by an alternative source.
- Once notarized, please submit the form to BEST Kids in person or by mailing it to:
 - BEST Kids- Attn: Lizette Villarreal
1212 4th Street SE, Suite 201
Washington, DC 20003

FBI Fingerprinting

- BEST Kids will pay for all FBI fingerprinting dues if you complete your fingerprinting at MetroLab in Washington DC (see addresses below). You will need to bring your ID to MetroLab and let them know that you are a volunteer with BEST Kids. Your name will be on a list there.
- To get the quickest results, select the option of having the fingerprint results emailed back to you rather than mailed to your house. You will receive your FBI results within 3-5 days. Once you've received them, please forward them to Lizette at lizette@bestkids.org.
- As a courtesy, please notify Lizette when you plan to get your fingerprints done so we know that our card will be charged.
- If you decide not to use the services at MetroLab, you will have to pay for your own fingerprinting.
- Metro Lab Addresses (located in Northeast and Northwest):

2207 4 th Street NE	3422 Georgia Ave NW
Washington, DC	Washington, DC

Mandated Reporter Online Training

- The online Mandated Reporter training is free and can be taken at your own convenience at <https://dc.mandatedreporter.org/pages/Welcome.action>.
- Once completed, email your certificate of completion to Lizette at lizette@bestkids.org.

1212 4th Street SE, Suite 201 | Washington, DC 20003
p. 202.397.3272 | f. 202-397-5437
www.bestkids.org