

# NYS Sex Offender Registry Search Procedures for Children's Camps

## Fact Sheet – March 2013

Section 7-2.5(l) of the New York State Sanitary Code and Article 13-B of the Public Health Law requires children's camp operators to determine whether an employee or volunteer at the camp is listed on the New York State Division of Criminal Justice Services (DCJS) Sex Offender Registry. Checks of the Registry must be completed prior to the day the employee or volunteer starts work at the camp and annually thereafter prior to their arrival at camp. The law applies to all children's camps (day, traveling day and overnight) and to all prospective employees and volunteers at the camp regardless of their job title/responsibilities or employment status (full or part time).

### How to Conduct a Search

A search of the Sex Offender Registry is a free and simple service provided by DCJS. Search requests may be submitted by email, CD, fax, regular mail, and telephone depending upon the number of individuals requested to be checked against the Registry. Procedures for submitting search requests are available from [DCJS](#). (back)

Please note that at this time, the feature on the DCJS website for conducting a web based search of the Registry does not satisfy the requirement for camps because the web based search only identifies Risk Level 2 and 3 offenders.

### DCJS Response

The DCJS prefers responding to requests to search the Registry by fax; however, they will respond by regular mail if a fax number is not available/provided. DCJS's response will indicate the total number of individuals checked against the Registry and either the names of the individuals listed on the Registry and their risk level, or that no matches were found. The list of employees/volunteers submitted to be searched will not be returned by DCJS unless specifically requested by the camp operator with the initial search request submittal. Results of search requests made by telephone will be provided during the phone call.

### • Risk Levels

Sex offenders are classified according to their risk of re-offending. The court may assign one of the following three risk levels:

- o Level 1 – low risk of repeat offense;
- o Level 2 – moderate risk of repeat offense; or
- o Level 3 – high risk of repeat offense.

Note – While waiting a risk level assignment from the court, an individual is categorized as "Pending."

### Documentation

A copy of prospective employee's or volunteer's information submitted to DCJS and letter from DCJS indicating the search results must be kept on file at camp and available for review during Health Department inspections. Camps that use the telephone screening process must document the screening date, DCJS response and DCJS screener ID number.

### Additional Information

For more information regarding the [Division of Criminal Justice Services Sex Offender Registry](#), call (518) 457-3167 or visit their website, <http://www.criminaljustice.ny.gov>.

## Sex Offender Registry Searches

A search of the Sex Offender Registry is a free and simple service provided by DCJS.

The method for submitting a search request will vary depending upon the number of individuals requested to be checked against the Registry:

- \* **Search requests of 30 or more** individuals *must be made by e-mail or Compact Disc (CD).*
- \* **Search requests of fewer than 30** individuals *must be made by regular mail or fax, or up to five names at a time by telephone.*

### Requirements for E-mail and CD submission for Registry Searches

To submit a list of 30 or more individuals, enter the prospective employee's or volunteer's full name (last and first) and complete birth date **or** Social Security number (SSN) into an Excel spreadsheet (one item per field), and submit the spreadsheet to the Registry via an e-mail attachment or on a CD.

There are no restrictions for the number of characters for name data fields. The fields in the Excel spreadsheet must be formatted exactly as specified below.

Please note that there is no space between words in the column headings for LastName and FirstName, and an underscore is used to separate the words in the column heading for Birth\_Date.

**Birth\_Date format – Birth\_Date (must be MM/DD/YYYY)    SSN format – SSN (must be 9 numbers, no spaces or dashes):**

LastName	FirstName	Birth_Date
Sample	Sam	01/05/1978

LastName	FirstName	SSN
Sample	Sam	123456789

### E-mail submissions

The Excel spreadsheet may be attached to an e-mail and sent to [SORSearch@dcjs.ny.gov](mailto:SORSearch@dcjs.ny.gov). The e-mail must include the camp name, address, telephone and fax numbers, and contact person for DCJS to call if there are questions. In the subject line of the e-mail, type **"800 # search."**

### CD submissions

A letter containing the camp name, address, telephone and fax numbers, and the contact person for DCJS to call if there are questions must accompany CD submissions. CDs are to be sent to:

New York State Division of Criminal Justice Services  
Sex Offender Registry  
Alfred E. Smith Building  
80 South Swan St.  
Albany, New York 12210

Please write company/camp name and the date submitted on CD with permanent marker; CDs will not be returned. A letter indicating search results, whether submitted via e-mail or CD, will be mailed or faxed to the requestor.

### Requirements for fax or regular mail submissions

Requests for fewer than 30 individuals must be made by fax or regular mail by submitting the following information to the Registry:

The prospective employee's or volunteer's full name (first and last) and one of the following: complete address, social security number, birth date, or driver's license number.

All information must be submitted on camp letterhead or other pages, each of which contain the camp name, address, telephone and fax numbers, and contact person for DCJS to call if there are questions.

Information should be faxed to (518) 485-5805, or mailed to the New York State Division of Criminal Justice Services, Sex Offender Registry, Alfred E. Smith Building 80 South Swan St. Albany, New York 12239

### Requirements for name checks by telephone

To check up to five names per call by telephone, call 518-457-5837 or 1-800-262-3257. When calling, you will be asked to provide your name, address and phone number. After this, provide the prospective employee's or volunteer's full name (first and last) and one of the following: complete address, social security number, birth date, or driver's license number.