

Dear Parent or Guardian,

This facility is required by the Department of Children and Family Services to provide you with this written notice requesting that you provide a certified copy of your child's birth certificate, or other reliable proof of identity and age of your child within the 30 days of enrollment. . We will make a duplicate copy and return the original certified copy to you no later than at the end of the next business day after receipt.

If a certified copy of a birth certificate is not available, you must submit a passport, visa or other governmental documentation as proof of the child's identity and age and an affidavit or notarized letter explaining the inability to produce a certified copy of the birth certificate.

This facility is required by law to notify the Illinois State Police or local law enforcement agency if you fail to submit proof of the child's identity within the 30 day time frame. If we must contact the Illinois State Police or local law enforcement we are required by law to notify you in writing, that we have contacted them as required, and you have 10 additional days to comply by submitting the required documentation.

We are also required to report to the Illinois State Police or local law enforcement agency any affidavit received which appears inaccurate or suspicious in form or content. The center shall flag the record of a child enrolled at the day care who is reported by the Illinois State Police as a missing person, and shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing child. [325 ILCS 50/5]

If you have any questions about this procedure please feel free to contact \_\_\_\_\_ at \_\_\_\_\_.

Thank you,

\_\_\_\_\_  
Name of Owner or Director

\_\_\_\_\_  
Name of Child

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

**COPY SIGNED NOTICE AND PLACE IN CHILD'S FILE**