

## 5104/5104a Modification/Deletion Request Form

County: _____	Date of Request: _____
Name & Title of Person Submitting Request: _____	
Supervisor Name: _____	Phone: _____
Supervisor Signature: _____ <input type="checkbox"/> I understand that if a 5104a must be deleted so that a 5104 with errors can be deleted, it is our responsibility to not only re-key the 5104 but the 5104a as well.	
Email Address to send Confirmation of Deletion/Modification: _____	

### **Central Registry**

**5104 Deletion** - This section refers to Central Registry 5104 form numbers.

- If a 5104 has one or more perpetrators on the RIL, then the associated 5104a must be deleted in order for the system to allow the deletion of the 5104. When the 5104 is rekeyed, the 5104a must be rekeyed by the county as well.
- Any modifications to children (other than SIS numbers) and perpetrators, such as spelling of names, DOB, or demographic information, should be updated in the SIS (DSS-5027) system.

Form Number to be deleted: \_\_\_\_\_  This 5104 does not have any associated 5104a forms.  
 This 5104 does have associated 5104a form(s) that must be deleted. Those form number(s) are: \_\_\_\_\_

Reason for deletion:  Incorrectly entered each child on a separate 5104 and need to be combined into one form  
 Incorrectly entered child(ren) on the form that were not part of the assessment  
 Incorrectly entered child(ren)'s SIS ID incorrectly, and the system will not allow a merge

Form Number to be deleted: \_\_\_\_\_  This 5104 does not have any associated 5104a forms.  
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Reason for deletion:  Incorrectly entered each child on a separate 5104 and need to be combined into one form  
 Incorrectly entered child(ren) on the form that were not part of the assessment  
 Incorrectly entered child(ren)'s SIS ID incorrectly, and the system will not allow a merge

### **Responsible Individuals List**

**5104a Modification/Deletion** - This section refers to Responsible Individual List form numbers.

Form Number to be modified/deleted: \_\_\_\_\_  Modification  Deletion (Note that 5104a forms may only be deleted if they were entered entirely in error. If the RI was placed on the list and then removed through court action the 5104a should be completed to document the process.)

Field Number to Modify: \_\_\_\_\_ Data entered: \_\_\_\_\_ Correct Data: \_\_\_\_\_

Form Number to be modified/deleted: \_\_\_\_\_  Modification  Deletion (Note that 5104a forms may only be deleted if they were entered entirely in error. If the RI was placed on the list and then removed through court action the 5104a should be completed to document the process.)

Field Number to Modify: \_\_\_\_\_ Data entered: \_\_\_\_\_ Correct Data: \_\_\_\_\_

Division Staff Performing Deletion/Modification: \_\_\_\_\_ Date: \_\_\_\_\_