**Child Abuse Registry Form Instructions**

1. Make sure **EVERY** line is filled out. If a line is not applicable to you write N/A
2. You **must** include your maiden name on the form even if it is the same as your current last name
3. Forms must be legible.
4. No digital signatures will be accepted.
5. Return the form per the instructions below.
6. KyMel will cover all costs. Do NOT send money as we cannot reimburse you.

*Incomplete forms will be denied by the state and will result in delayed processing of your camp application.*

**How to Return the Child Abuse Registry Form**

*Option 1: E-fax/Email (preferred)*

1. Print and complete the PDF form that is attached to your confirmation email.
2. Using the included barcode instructions, you can e-fax or email the form directly to UltraCamp and it will automatically be uploaded to your camp application.

*Option 2: Direct upload (must be PDF or image file)*

1. Log into your UltraCamp account
2. Access the Additional Options menu (the three lines to the left in the menu bar)
3. Select Document Center
4. In the Document Center, click “upload document” and choose the document you are uploading
5. Choose the target individual (yourself usually)
6. Choose the file you want to upload and click the upload document button.

*Option 3: Mail (least preferred and may delay processing your application)*

1. Print and complete the PDF form that is attached to your confirmation email.
2. Mail the form to:

 KyMel, Inc

 c/o Gail Moeder

 P.O. Box 1529

 Great Bend, KS 67530

How to Scan a Document Using Your Phone

*iPhone:*

1. Open Notes and select a note or create a new one.
2. Tap the Camera button , then tap Scan Documents .
3. Place your document in view of the camera.
4. If your device is in Auto mode, your document will automatically scan.
5. Tap Save or add additional scans to the document.

*Android:*

1. Open the Google Drive app .
2. In the bottom right, tap Add .
3. Tap Scan .
4. Take a photo of the document you'd like to scan. Adjust scan area: Tap Crop . Take photo again: Tap Re-scan current page . Scan another page: Tap Add .
5. To save the finished document, tap Done .

There are also apps available, many for free (i.e., Genius Scan), if you prefer.