



## INSTRUCTIONS

### Request for Removal from APS Registry Form

At any time after a caregiver's (Petitioner) identity has been placed on the Adult Protective Services (APS) Registry (Registry), the Petitioner may request removal of his/her identity from the Registry by submitting a request to the Illinois Department on Aging (IDoA) in writing. The removal request may only be made in relation to a single Registry placement decision; cannot be made requesting multiple Registry placement decisions; and is made only once in each successive 3-year period after placement, with a maximum of 3 such requests. For purposes of the removal request, the caregiver submitting the written request is known as the Petitioner.

1. Use the enclosed or online **Request for Removal From APS Registry** form to submit a written request for removal. The form should be filled out as completely as possible.
2. The mailing address, e-mail, and fax number for the IDoA Office of Adult Protective Services are on the form and on the IDoA website: [www.illinois.gov/aging/ProtectionAdvocacy/pages/abuse.aspx](http://www.illinois.gov/aging/ProtectionAdvocacy/pages/abuse.aspx).
3. The burden of proof belongs to the Petitioner to establish by a preponderance of evidence that removal of his/her identity from the APS Registry is in the public interest (89 Ill. Admin. Code 270, Subpart E). Accordingly, the Petitioner must provide written evidence or other supporting documentation that removal of his/her identity on the APS Registry is in the public interest as based on the following applicable factors:
  - Length of time the Petitioner provided care to the victim;
  - Relationship between the Petitioner and the victim;
  - Whether removal of Petitioner's identity on the APS Registry is in the victim's best interest or that of other participants;
  - Whether the Petitioner completed training to remediate the abuse, neglect, or financial exploitation;
  - In the case of financial exploitation, the value of the asset(s) at issue and whether restitution was made;
  - Because no criminal charges were filed against the Petitioner; and/or
  - Other reason. Describe or explain.
4. Evidence related to the above factors should be enclosed with the Request for Removal from APS Registry form.
5. The *Notice to Caregiver-Recommendation of Placement on APS Registry* includes the statement of allegations in the abuse report and the verified and substantiation decision from the final investigative report.
6. The removal decision by the Illinois Department on Aging is not subject to the Administrative Review Law [735 ILCS 5/Art. III].
7. All questions concerning the APS Registry should be sent to [Aging.APSQuestions@illinois.gov](mailto:Aging.APSQuestions@illinois.gov).