

Maryland

Criminal Record Check Services:

- Go to <http://www.dpscs.state.md.us/publicservs/bgchecks.shtml>
- It is best to go to a fingerprinting facility within Maryland. On this site is a link to several fingerprinting services, or you can go to your local law enforcement agency.
- You only need the state background check. You do not need your FBI Criminal History.
- Once you have been fingerprinted, send the fingerprint card and fee to:
CJIS-CR
P.O. Box 32708
Pikesville, MD 21282-2708

Adam Walsh/Child Protective Service Background Record Request:

- Go to
<http://dhr.maryland.gov/documents/Child%20Protective%20Services/1279A%20Background%20Clearance%20Form.pdf>
- The purpose of your search is under “B” Day Care Center
- Use the following Agency Information:
 - Agency Name: Office of Clinical Studies
 - Name of Agency Representative: Marie Peters
 - Agency Address: 200 Academy Street
Newark, DE 19716
 - Representative’s Phone Number: 302-831-3039
 - Representative’s Email: clinicalstudies@udel.edu
- You must completely finish filling out the form, then get it notarized. You can do this for free in the Dean’s office. When you sign the form, you will need to use BLUE ink.
- You can return the completed form to the Local Department of Social Services in the Maryland jurisdiction where you currently reside, or mail it to:
CPS Background Clearance Coordinator
Maryland Department of Human Services
Social Services Administration
In-Home Services
311 W. Saratoga Street, Room 553
Baltimore, MD 21201

If you have any problems, please let us know. If they ask for an address of where to send the request, use the following:

Office of Clinical Studies
200 Academy Street
Newark, DE 19716