

How to Submit for a Delaware Child Protection Registry Request

Delaware child abuse and neglect checks must be requested through the Department of Services for Children, Youth and their Families (DSCYF), [Child Protection Registry Request Web Portal](#).

You will need to download and complete the consent form located on the portal homepage below **New Individual Registration** before completing the following steps.

- Click on **New Individual Registration**.
 - Complete all required * fields.
 - Read the conditions for requesting access to the Delaware Child Protection Registry Portal. Click the box beside I ACCEPT AND AGREE.
 - Click **Register**.
- You will be sent an email for a *Welcome to the Delaware Child Protection Registry Portal* notice.
 - Make note of your Agency/Individual ID number and login information.
 - If you do not receive this within five days, call the Criminal History Unit at 302-892-4525.
 - Read the entire email, click on the large link.
 - Enter your new password, confirm password, and then click **Change Password**.
- Click **Click here to create new CPR request**.
 - Complete all required * fields.
 - Click **Confirm**.
 - Your request is now in “Pending” status.
- Follow instructions on the page for **How to upload completed consent form**.
 - Click **Click her to download the consent form**
 - Complete all required * fields.
 - Sign and date form.
 - Click **Upload Files**. Upload your prepared form (it must be signed!) to their system.
 - Click **Done**.
 - There will be a message at the top of the page – 1 file was added to the Child Protection Registry.
 - At the top right side of the page, click **Review** and click **Save to Submit**.
 - Click **Save**.
- Request is now contingent on payment. Payment of \$14.00 is required for submission.
 - At the top of the page, click **Make CPR Request payment**.
 - Click **Contingent Payment Requests**.
 - Select your file, then click on **Proceed to Payment**.
 - Enter your payment information.
 - Click **Continue**.
- Review and click **Confirm**
- Click **Exit**.
- Once you have received your clearance, you will need to scan and send it to clinicalstudies@udel.edu. It is not complete until it is in our office.

If you have any questions, you will need to call the DSCYF, Criminal History Unit at 302-892-4525.