

Arizona

*The following instructions were written for Early Childhood Education students who attend the University of Delaware but have lived in Arizona and need to obtain those out-of-state clearances. **If you are not a UD student, you will need to contact the state directly for additional help.***

Criminal Record Check Services:

- Go to https://www.azdhs.gov/documents/licensing/childcare-facilities/providers/forms/criminal_history_affidavit.pdf
- Fill out the top section (except for the CDC/SGH#).
 - The facility name is Office of Clinical Studies – University of DE
 - The facility address is 200 Academy Street, Newark, DE 19716
- Answer questions 1-3.
- Print and sign the form. You will take it with you when you are fingerprinted.
- Call your local law enforcement agency and schedule an appointment to be fingerprinted.
- If you have specific questions, the number for the Applicant Clearance Card Team is 602-223-2279.
- Once you receive your results, please scan and send them to us at clinicalstudies@udel.edu (Most of the time, you will receive them before we do)

Adam Walsh/Child Protective Service Background Record Request:

- Go to <https://dcs.az.gov/file/13311/download?token=iUts8VVQ>
- You will need to **type or carefully print** the information into the fields.
 - The requesting agency is Office of Clinical Studies – University of DE
 - Email is clinicalstudies@udel.edu
 - Agency address is 200 Academy Street, Newark, DE 19716
 - Fill in the rest with your personal information.
 - The fingerprint clearance card – you should have that from getting your criminal record check.
 - You are a “Volunteer”
 - The position is “Student Teaching” and the Date of Hire is 2/15/21
- Print, then sign and date the form. It needs to be scanned and securely sent to dcscentralregistry@azdcs.gov
- When you get your copy of the results, scan and send them to clinicalstudies@udel.edu

If you have any problems, please let us know at clinicalstudies@udel.edu