

## California

*The following instructions were written for Early Childhood Education students who attend the University of Delaware but have lived in California 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://oag.ca.gov/fingerprints/record-review>
- If you are going to be back in California, you can follow the instructions for California Residents.
- If you will not be in California in the near future, follow the instructions for Out of State Residents.
  - Print out the form BCIA 8705 (link in the instructions)
  - Fill out the information requested carefully and legibly.
  - Come to the Office of Clinical Studies and pick up a fingerprint card.
  - Make an appointment at one of the troops to have your fingerprints taken. Information about the troops that do that can be found at <http://www.ocs.udel.edu/clearances/background-check/delaware-troop-information/>
  - Place the application, fingerprint card, and a money order, certified or personal check for \$25 in a reinforced envelope (you do not want to bend the fingerprint card) and mail it to:
    - California Department of Justice
    - Record Review Unit
    - P.O. Box 903417
    - Sacramento, CA 94203-4170
  - When you receive your results, forward them immediately to the Office of Clinical Studies at [clinicalstudies@udel.edu](mailto:clinicalstudies@udel.edu) or fax number 302-831-3137.

### Adam Walsh/Child Protective Service Background Record Request:

- Go to <https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/bcia4056.pdf>
- Download the form, print it out, and fill it out neatly and legibly.
- Have the form notarized by an official Notary Public. You will need to bring official identification to get this done. A Notary Public can be found in the CEHD dean's office.
- Mail the completed form to:
  - Department of Justice, BCIA –Record Review Unit
  - P.O. Box 903417
  - Sacramento, CA 94203-4170

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