

## Florida

*The following instructions were written for Early Childhood Education students who attend the University of Delaware but have lived in Florida 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:

- Stop by the Office of Clinical Studies to pick up a fingerprint card. Fill the card out carefully in black ink.
- Get an appointment to be fingerprinted. Take your card with you. You will then take it with you after fingerprinting so that you can mail it into Florida.
- Print the attached [Florida Criminal History Information Request](#) form
  - Please use the Office of Clinical Studies mailing address when asked where to send the results. The contact person is Marie Peters with phone number 302-831-3039.
  - Be as complete as you can when entering your information.
- In a reinforced envelope, mail the application, fingerprint card, and the required fee to the address on the application (Florida Department of Law Enforcement).

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

- You will need to download the Out-of-State: [Child Welfare Record Request Form](#).
- Once you have it, print it out and fill it out completely by printing neatly in black ink. Please also fill in the current date in the bottom box (Requesting Agency).
- You will need to scan it and send it to Florida's Division of Children and Family at [HQW.CWR.Employment.Requests@myflfamilies.com](mailto:HQW.CWR.Employment.Requests@myflfamilies.com) Attn: Child Welfare Record Request

If you have any problems, please let us know. We can be reached at [clinicalstudies@udel.edu](mailto:clinicalstudies@udel.edu)

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