

Illinois Instructions

The following instructions were written for Early Childhood Education students who attend the University of Delaware but have lived in Illinois 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: <http://www.isp.state.il.us/crimhistory/chri.cfm>

- If you do not have an Illinois driver's license, follow the direction for a name-based criminal history background check.
- If you have an Illinois driver's license, you will need to be fingerprinted.
 - If you will be in Illinois, you can be fingerprinted there. There is a list of vendors under the Out of State instructions.
 - If you will not be there, you can request information about how to get your fingerprints taken in Delaware, and then sent to Illinois. Click on the link for *Out of State Request*.
- Once you receive the clearance, you will need to forward it to the Office of Clinical Studies at clinicalstudies@udel.edu or drop off a copy at our office at 200 Academy Street. You will not be cleared until we receive a copy.

Adam Walsh/Child Protective Service Background Record Request:

- Go to the following site:
https://www2.illinois.gov/dcf/aboutus/notices/Documents/cfs_689_authorization_for_background_check_for_programs_not_licensed_by_dcf_fillable.pdf
- This is a fillable form, so download it.
- Fill in all information. At the bottom of the form, you will be asked for Agency information. Use the information below to fill all lines.
- Print the filled-out form, sign and date it, then submit using one of the choices in the box towards the bottom of the form.
- Again, once you get this clearance, you will need to either email us a copy, or drop one by our office.

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

Agency Name: Office of Clinical Studies
Address: 200 Academy Street
Newark, DE 19716

FAX: 302-831-3137

Email: clinicalstudies@udel.edu

Contact Person: Marie Peters