

## Kentucky

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

- Fill out the [Request for Conviction Records/Child Care](#) form.
  - At the top, for the Agency Name and Address use Office of Clinical Studies, 200 Academy Street, Newark, DE 19716
  - Carefully fill out all information under Applicant Information (type on line and then print out the form, or print out the form and then fill in).
  - Sign the for, and have it witnessed.
  - Send the completed form, a check or money order (payable to Kentucky State Treasurer) for \$20, as well as two self-addressed stamped envelopes (one with the Clinical Studies address, one with your address) to:

Kentucky State Police  
Criminal Identification and Records Branch  
Criminal Records Dissemination Section  
1266 Louisville Road  
Frankfort, KY 40601

- Although we should receive a copy of this clearance, please also scan and send your copy to [clinicalstudies@udel.edu](mailto:clinicalstudies@udel.edu)

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

- Download and print out the [Central Registry Check](#) form.
  - At the top, check “Day Care Center Employee or Volunteer”
  - Fill out the Personal Information. For the Date of Initial Hire, use the first day of the current or upcoming semester.
  - List all your addresses for the previous five years, starting with your current address.
  - Sign and date the form. Have someone witness your signature.
  - For the name of the Employer/Agency, use

Office of Clinical Studies  
200 Academy Street  
Newark, DE 19716  
Phone: 302-831-6778

- Mail the form and a check or money order made payable to the “Kentucky State Treasurer” in the amount of \$10 to

The Cabinet for Health and Family Services  
Department for Community Based Services  
Records Management Section  
275 East Main Street, 3E-G  
Frankfort, KY 40621

- Scan a copy of your results to [clinicalstudies@udel.edu](mailto:clinicalstudies@udel.edu)

If you have any problems, please let us know.