

## Maryland

*The following instructions were written for Early Childhood Education students who attend the University of Delaware but have lived in Maryland 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 [DPSCS - Fingerprint Services \(maryland.gov\)](http://dpssc.maryland.gov)
  - There is a list of Motor Vehicle Administration office locations that are open for fingerprinting.
  - You will need to call to make an appointment: 410-764-4501 or 888-795-0011
- Fill out the [Livescan Pre-Registration Application](#).
  - Fill out the Applicant Information completely.
  - For the Reason for Request, select Individual Review. Use your name and address for the mailing information.
  - Since you are using an Individual Review, you do not need to fill out the Agency information.
- You only need the state results. You do not need to request an FBI criminal history record (that is taken care of when you are fingerprinted in Delaware).
- Bring the Application, a government-issued ID (your driver's license or passport), and payment (major credit card, cash, or money order).
- Once you receive your results, you must send them to our office. You can do this by scanning them to [clinicalstudies@udel.edu](mailto:clinicalstudies@udel.edu).

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

- Go to <http://dhr.maryland.gov/documents/Child%20Protective%20Services/1279A%20Background%20Clearance%20Form.pdf>
- The purpose of your search is under "B" Day Care Center
- Use the following Agency Information:
  - Agency Name: Office of Clinical Studies
  - Name of Agency Representative: Marie Peters
  - Agency Address: 200 Academy Street  
Newark, DE 19716
  - Representative's Phone Number: 302-831-3039
  - Representative's Email: [clinicalstudies@udel.edu](mailto:clinicalstudies@udel.edu)
- You must completely finish filling out the form, then get it notarized. You can do this for free in the Dean's office. When you sign the form, you will need to use BLUE ink.
- You can return the completed form to the Local Department of Social Services in the Maryland jurisdiction where you currently reside, or mail it to:

CPS Background Clearance Coordinator  
Maryland Department of Human Services  
Social Services Administration  
In-Home Services  
311 W. Saratoga Street, Room 553  
Baltimore, MD 21201

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

If you want to check on the status of your clearance, you can call their main number 1-800-332-6347.