

Texas

*The following instructions were written for Early Childhood Education students who attend the University of Delaware but have lived in Texas 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 [TEXAS DEPARTMENT OF PUBLIC SAFETY](#)
- If you are residing in Texas, you can schedule an appointment with their fingerprinting vendor, Identogo. Instructions on how to do this are toward the top of the page.
- If you are not in Texas, you will need to request a fingerprint card from them.
 - Scroll down to “Fingerprints submitted by mail through the fingerprinting vendor” (about halfway down the page).
 - You will need to obtain a DPS approved fingerprint card. Follow the link provided or call the phone number to locate a provider near you.
 - Follow their instructions to pre-enroll. Use the service code for a personal review. It is best to do this online.
 - Complete the payment screen, and then print and sign the authorization letter and fill out contact information.
 - Cards need to be mailed to the vendor, Texas does not accept electronic fingerprints from outside the state.
 - The authorization letter will include the mailing address for your fingerprint card.
 - You must include the card and authorization letter.
- If you have questions about this process, call the Texas Support Line 800-645-7549 (M-F 8-4:30, central time)
- Once you receive your results, scan and send them to clinicalstudies@udel.edu

Adam Walsh/Child Protective Service Background Record Request:

- Go to https://www.dfps.state.ex.us/Background_Checks/
- Scroll down and click on the link to download Form 2970 Request for Child Abuse/Neglect Central Registry Check.
 - This is a form that you can fill out on your computer, then print to send.
 - In Section 2, check Employment/Volunteer. For the name of employer/agency, type in “University of Delaware”.
 - Completely fill out Section 3.
 - In section 4, check “Subject’s Email” and type in your email.
 - In section 5 (optional), you can have your results emailed directly to the Office of Clinical Studies. To do this fill out the required spaces:
 - Agency – Office of Clinical Studies UD
 - Marie Peters

- Assistant Director
 - clinicalstudies@udel.edu
 - 302-831-6778
- When you receive your results, email clinicalstudies@udel.edu to confirm that we have also received a copy. You may need to forward your copy if we have not.

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