

Washington

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

- Fingerprint locations can be found [here](#).
- You must call the local department closest to you for an appointment.
- If asked, you may have them send your results directly to us at:

Office of Clinical Studies
200 Academy Street
Newark, DE 19716

- If this is not an option, as soon as you receive your results, please scan a PDF of them to clinicalstudies@udel.edu

Adam Walsh/Child Protective Service Background Record Request:

- Go to the [form](#) that Washington uses to make this request.
 - Type in your full name and the date.
 - Download the form and sign it.
- Go to the [page](#) where you will be able to create a portal account. Click on “Sign Up!”.
- Specific directions on how to submit a Non-CPS request for the background check can be found [here](#).
- Follow their directions carefully, and fill out all requested fields.
- In Part 5 (Step 1 screen), you will fill out the Requestor Information. Use the following:
 - Requestor First Name: Marie
 - Requestor Last Name: Peters
 - Requestor Job Title: Assistant Director
 - Name of Requestion agency or Entity: Office of Clinical Studies
 - Requestor Primary Email: mlpeters@udel.edu
 - Requestor Secondary Email: put in your email
 - Requestor Phone: 303-831-6778
 - Mailing Address 1: 200 Academy Street
 - City: Newark
 - State: select DE
 - Zip: 19716
 - Country: select United States
- In Part 6 (Step 2 screen), you will fill out your own information (you are the subject).
- In Part 7 (Step 3 screen), you will upload your signed signature form.
- Carefully review all information and submit your order.

- Check your email for a confirmation notice. Follow the directions to submit payment of \$20.
- If you have questions about the process you can call them at 800-998-3839, option #1.
- Once you get your results, please forward them to us at clinicalstudies@udel.edu
This ensures we have them in a timely manner.

If you have any problems, please let us know.