

## How to Submit for a Delaware Child Protection Registry Request

Delaware child abuse and neglect checks must be requested through the Department of Services for Children, Youth and their Families (DSCYF), [Child Protection Registry Request Web Portal](#).

- Download and complete **Consent Form**
  - On the right side of the **Main page under New Individual Registration**, click **Click here to download the consent form**.
  - Complete all required \* fields.
  - Under Part II– Requester Information, select #3 – Individual Request – Share Results with Requesting Agency.
  - Next to **Requesting Agency 1-Agency Name**, type “University of Delaware”.
  - Sign and date form.
- Click on **New Individual Registration**.
  - Complete all required \* fields.
  - Read the conditions for requesting access to the Delaware Child Protection Registry Portal. Click the box beside I ACCEPT AND AGREE.
  - Click **Register**.
- You will be sent an email for a *Welcome to the Delaware Child Protection Registry Portal* notice.
  - Make note of your Individual ID number and login information, including your password. **You will need this information to retrieve your results. Unlike other websites, you cannot create another account to have access to any information associated with your original clearance!**
  - Read the entire email, click the large link.
  - Enter your new password, confirm password and then click **Change Password**
  - If you do not receive this within five days, call the Criminal History Unit at 302-892-4525.
- Click **Click here to create new CPR request**.
  - Complete all required \* fields.
  - At the bottom of the form, under **Requesting Agency ID 1**, enter “1115”. Under **Requesting Agency Contact ID 1**, enter “22010”.
  - Click **Confirm**.
  - Your request is now in “Pending” status.
- Follow instructions on the page for **How to upload completed consent form**.
  - Click **Upload Files**. Upload your prepared form (it must be signed!) to their system.
  - Click **Done**.
  - There will be a message at the top of the page – 1 file was added to the Child Protection Registry.
  - At the top right side of the page, click **Review** and click **Save to Submit**.
  - Click **Save**.
- Request is now contingent on payment. Payment of \$14.00 is required for submission.

- At the top of the page, click **Make CPR Request payment**.
- Click **Contingent Payment Requests**.
- Select your file, then click on **Proceed to Payment**.
  - Enter your payment information.
  - Click **Continue**.
- Review and click **Confirm**
- Click **Exit**.

If you have any questions, you will need to call the DSCYF, Criminal History Unit at 302-892-4525.