

North Carolina

*The following instructions were written for Early Childhood Education students who attend the University of Delaware but have lived in North Carolina 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 NCDHHS website at [Home Page- Criminal Record Check \(nc.gov\)](#)
 - There is information on this page about what you need to do.
 - To start your application, click on the green button on the right “Click Here to Apply”.
- If you don’t have an account with them, click on the blue button to get a NCID. Remember after you create your account to save your logon information.
 - Click on “Register”.
 - Request access as an individual or citizen.
 - Fill out all information, then click on “Continue”.
 - They will send you a code to verify your account, then give you additional information to set up the security questions for your account. You will need to now log in and set up the security questions.
 - It will take you to a dashboard where you can keep track of your applications.
- Once you have your logon account, go back to the Sign In page and click on “Continue”.
- You will now apply for your Child Care Criminal Background Check.
 - Fill out all information as it appears on your government issued photo ID (usually your driver’s license).
 - Click “next” and finish the application through the rest of the pages.
 - On the validation page, check your information carefully.
 - Enter the payment information and submit.
- When you get your copy of the results, scan and send them to clinicalstudies@udel.edu

Adam Walsh/Child Protective Service Background Record Request:

- Go to [DSS-5268 \(ky.gov\)](#)
 - Read the instructions carefully, you can fax or mail the application in.
 - Requesting Agency Information:
 - Agency Name: Office of Clinical Studies – UD
 - Mailing Address: 200 Academy Street
 - City/State/Zip: Newark, DE 19716
 - Phone: 302-831-6778
 - FAX: 302-831-3137
 - Type if Agency: Child Care Provider
 - Under Agency Certification – Once you have finished filling out the rest of the form, you will need to print it and bring it in to the Office of Clinical Studies for the signature needed here.

- Fill in your complete name, date of birth, and social security number. Check your preferred gender and any other names you have used in the past five year.
 - Sign and date the form.
- Once you have brought the form into the Office of Clinical Studies, we can fax the form to North Carolina for you.
- When you get your copy of the results, scan and send them to clinicalstudies@udel.edu

If you have any problems, please let us know at clinicalstudies@udel.edu