

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 [*Interstate Request 01-2022.pdf \(ncdhhs.gov\)](#)
- Fill out each of the fields.
 - The state requesting the check will be Delaware
 - Put today’s date
 - Put your name and contact number. Check the “Individual” box.
 - Fill out all the personal information fields.
 - Choose to get your results by mail or email (email will be easier and faster)
- You can mail, or email the form to the addresses at the bottom of the form.
- When you get your copy of the results, scan and send them (or forward the email) to clinicalstudies@udel.edu

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