Individual Procedures - Delaware Child Protection Registry (CPR) Request Web Portal

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.

Individuals need to download and complete the consent form found on the CPR Portal homepage, then register on the CPR Portal to submit a CPR request and obtain their completed CPR results. You should only register one time unless advised otherwise by DSCYF staff.

Registration -To register on the CPR Portal, go to childprotectionregistry.delaware.gov/

*If your agency has not given you a consent form, please download and print a copy of the consent form while on the homepage.

Welcome to the Delaware Child Protection Registry Request Web Portal

This portal is for in-state and out-of-state agencies and individuals that are required by law to request a Delaware child protection registry check. Through this website, agencies and individuals can register to request child protection registry

DSCYF.CHU.Portal@delaware.gov

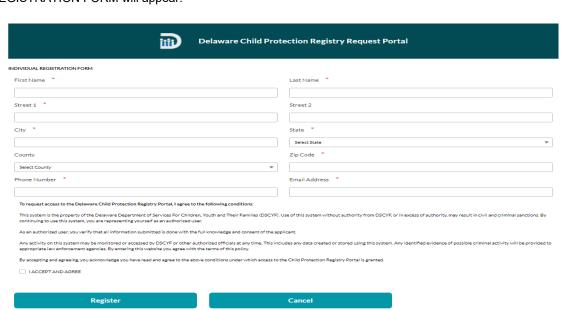
Access to the CPR Portal is permitted only from within the United States and its territories including American

Samoa, Guam, Northern Mariana Islands, US Virgin Islands and Puerto Rico.			
User Name	New Registration		
Enter User Name	AGENCY REGISTRATION		
	Register as Agency if submitting requests for agency/organization persons that		
Enter Password	need a child protection registry check. Add Agency Contact - After agency/organization is approved, add new portal		
Format your password?	users.		
To request access to the Delaware Child Protection Registry Portal, I agree to the following conditions:	Agency Procedures		
This system is the property of the Delaware Department of Services For Children, Youth and Their Families (DSCYF). Use of this system without authority from DSCYF, or in excess of authority, may result in civil and criminal sanctions. By continuing to use this system, you are representing yourself as an authorized user.	New Agency Registration/Add Agency Contact		
As an authorized user, you verify that all information submitted is done with the full knowledge and consent of the applicant.			
system. Any identified evidence of possible criminal activity will be provided to appropriate law enforcement agencies. By entering this website you agree with the	INDIVIDUAL REGISTRATION Register as an Individual if submitting a request for yourself (your name) only. Individual Procedures		
By accepting and agreeing, you acknowledge you have read and agree to the above conditions under which access to the Child Protection Registry Portal is granted.	New Individual Registration		
* IACCEPT AND AGREE			
Login For Approved Users	Click here to download the consent form - A signed consent is required for each CPR portal Request. Having issue downloading Consent Form? Click HERE.		
1. Click New Individual Registration.			
As an authorized user, you verify that all information submitted is done with the full knowledge and consent of the applicant.			
Any activity on this system may be monitored or accessed by DSCYF or other authorized officials at any time. This includes any data created or stored using this system. Any identified evidence of possible criminal activity will be provided to appropriate law enforcement agencies. By entering this website you agree with the terms of this policy.	INDIVIDUAL REGISTRATION Register as an Individual if submitting a request for yourself (your name) only. Individual Procedures		
By accepting and agreeing, you acknowledge you have read and agree to the above conditions under which access to the Child Protection Registry Portal is granted.	New Individual Penistration		

The INDIVIDUAL REGISTRATION FORM will appear:

Login For Approved Users

* I ACCEPT AND AGREE



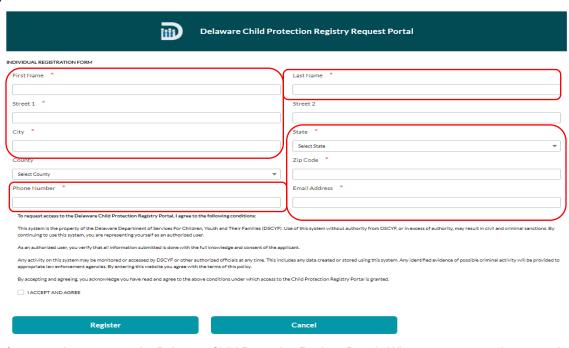
New Individual Registration

Click here to download the consent form - A signed consent is

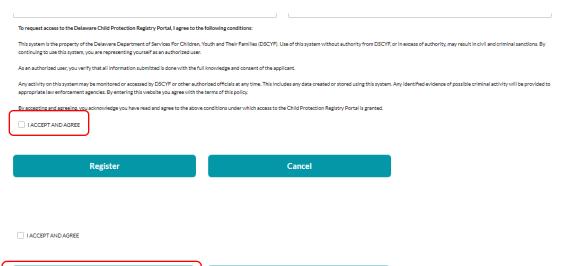
Having issue downloading Consent Form? Click HERE.

required for each CPR portal Request.

Complete all required * fields.



3. Read the conditions for requesting access to the Delaware Child Protection Registry Portal. When you accept and agree to the conditions, click the box beside I ACCEPT AND AGREE.



Cancel

If all required information is completed, the screen should turn white, and then a notice will appear to **Check your email** regarding the status of your registration.

5. Check your email for a **Welcome to the Delaware Child Protection Registry Portal** notice. It will contain your Agency ID number and User Name. If this email is not received within 5 days of registration, call the Criminal History Unit (CHU) at 302-892-4525. You will need to provide your assigned ID number and the date registered.

Dear JACK SPARROW,

Register

4. Click Register.

Welcome to the Delaware Child Protection Registry Request Web Portal. Your account has been approved/reactivated. Your Agency/Individual ID number is 28310. Please make a note of this number for future reference. You must accept the user agreement each time you access the web portal.

NEW USER – If you are new to the web portal, to complete registration you will need to follow this link <a href="https://gcc02.safelinks.protection.outlook.com/?url=https://gcc02.safelinks.protection.protection.protection.outlook.com/?url=https://gcc02.safelinks.protection.prot

3DPjaNMZ3SQ_6B07wg8KQ9Qr67NVF2h1ZardelwtQkGWMcZwlvY63MSJ3b0Q1MZ0KrYdqecV7sXTtpButYH6TlVnJQS8bnPZlltr8wxf0K_zxW2lwzR4ltgH.K2t bkUGmacbyPPCyXGym5jlE0XxPacfcikII.P8BjxrCM5zbWzd0kaXq2e_NKVKkaV1zEonUdPlm4DuhKT.COo8b9PE.vTwDop.eV9Q%253D%253D&zpsg0kamp;data=04% 7C01%7Cdeidra.mcnatt%40delaware.gov%7C2278e0d5e04e40ed850208d9b6a3fe8c%7C8c09e56951c54deeabb28b99c32a4396%7C0%7C0% 7C637741637730650381%7CUnknown%7CTWFpbGZsb3d8eyJWljoiMC4wLjAwMDAiLClQljoiV2luMzliLClBTil6lk1haWwiLClXVCl6Mn0%3D% 7C3000∓sdata=Mx%28%28H4ff3RqOyc69L0XV/fRYNSEbyyYknblLz80LTE%3D&reserved=0 where you will be directed to CHANGE YOUR PASSWORD. Create your own secure password for access to the web portal and click Change Password. Your login information is username deidra.mcnatt@delaware.gov.28310 and the password you have created. If the link does not work for you, copy and paste it into your browser.

THIS LINK WILL EXPIRE IN 24 HOURS AND CAN ONLY BE USED ONE TIME. After 24 hours, you will be directed to the web portal login page. Enter your username, click the "Forgot Your Password?" hyperlink and follow the directions.

6. Read the entire email, click on large link.

Dear JACK SPARROW,

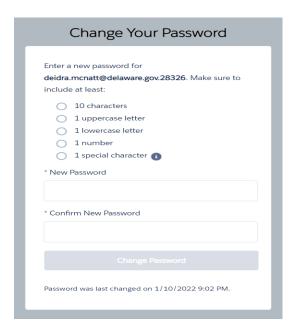
Welcome to the Delaware Child Protection Registry Request Web Portal. Your account has been approved/reactivated. Your Agency/Individual ID number is 28310. Please make a note of this number for future reference. You must accept the user agreement each time you access the web portal.

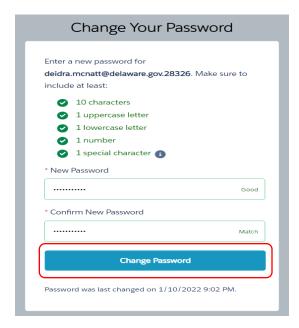
NEW USER — If you are new to the web portal, to complete registration you will need to follow this link <a href="https://gcc02.safelinks.protection.outlook.com/?url=https://g

7C637741637730650381%7CUnknown%7CTWFpbGzsb3d8eyJWijoiMC4wLjAwMDAiLCJQijoiV2luMzlilCJBTiiGik1haWwiLCJXVCi6Mn0%3D% 7C30008amp;sdata=Mx%28%2BH4ff9RQ0yc69L0XV/fRYNSEbyvYknbilLzz80LTE%3D&reserved=0 where you will be directed to CHANGE YOUR PASSWORD. Create your own secure password for access to the web portal and click Change Password. Your login information is username deidra.mcnatt@delaware.gov.28310 and the password you have created. If the link does not work for you, copy and paste it into your browser.

THIS LINK WILL EXPIRE IN 24 HOURS AND CAN ONLY BE USED ONE TIME. After 24 hours, you will be directed to the web portal login page. Enter your username, click the "Forgot Your Password?" hyperlink and follow the directions.

7. Enter new password, confirm password, click Change Password. Keep your User Name and Password for future CPR Portal access.





8. Click CLICK HERE TO CREATE NEW CPR REQUEST. Note: <u>ONLY</u> if you are sharing your results with an agency, the Requesting Agency ID number and the Requesting Agency Contact ID number are required for each agency. The Agency Contact can provide this information. Follow the procedures below to share your results.

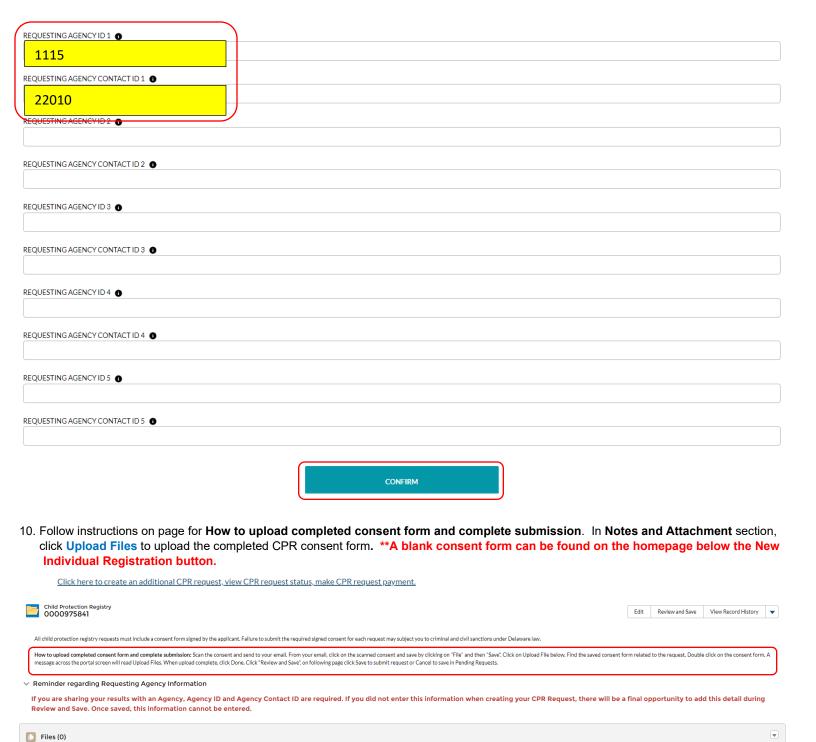
CLICK HERE TO CREATE NEW CPR REQUEST

Complete all required* fields (additional fields can be completed for a more extensive search of the child protection registry), click CONFIRM.
 Request is in "PENDING" Status.

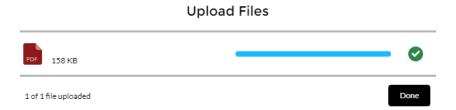
For CPR results to be shared with an Agency, the requesting Agency ID and requesting Agency Contact ID are required. Please contact the requesting Agency to obtain these two ID numbers.

NEW CPR REQUEST

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11. Message across middle of screen "Upload Files", click Done.



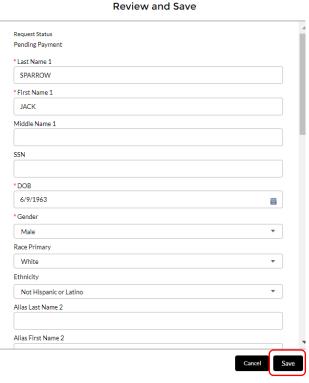
① Upload Files
Or drop files

12. Message at top of page - 1 file was added to the Child Protection Registry.

13. Top right side of page, click Review and Save.

	E	lit	Review and Save	Γ	View Record History	•
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14. Click Save.



- 15. Message at top of page CPR request successfully submitted. Request is under "CONTINGENT PAYMENT REQUESTS", needing payment to submit.
- 16. To view CPR request status or make CPR request payment, click at top of page Click here to create an additional CPR Request, view CPR request status, make CPR request payment.

Optional Procedures for An Individual Sharing CPR Results with An Agency

- 1. Individual completes New Individual Registration by following the Individual Procedures above.
- 2. Individual obtains Agency ID number and Agency Contact ID number from the agency that they are sharing their results with and enters this information in the appropriate fields at the bottom of the Create New CPR Request page. By entering this information, you are allowing the Agency Contact to view and print the results of the CPR request. An individual can share results with up to five agencies by adding the Requesting Agency ID and Requesting Agency Contact ID for each agency when making a New CPR Request. This must be done prior to clicking Save and submitting payment. If this information is not entered on the Create New CPR Request page, the individual will be given a final opportunity to enter this information on the Review and Save page. This information cannot be entered once the request is saved.
- 3. On the CPR consent form, check number 3, "Individual Request Share Results with Requesting Agency," and then list below the name of each agency you are sharing the results with.

Payment for CPR Request

1. Click "CONTINGENT PAYMENT REQUESTS" tab.



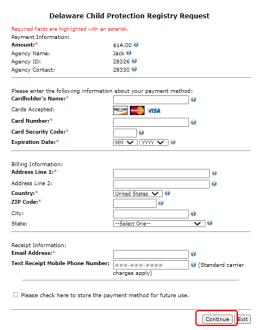
2. Under CPR Record Name column, click box to left of name. A check mark will appear in the box.



3. Click Proceed to Payment.

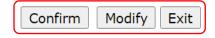


Complete all required * fields, click Continue.



5. Click Confirm, Modify or Exit. Clicking confirm will attempt to make payment. After payment validation, request moves under "SUBMITTED REQUESTS" tab.

Is this information correct?



CPR Results

1. Allow 10 business days to receive a **Child Protection Registry Notification** email informing you that CPR results are available on the CPR Portal. Click email link to login CPR Portal.

You are receiving this email as the recipient of child protection registry details from the Delaware Department of Services for Children, Youth and Their Families. Please login to the Child Protection Registry Porta (https://focusuatps-dscyfixids.cs32.force.com/CHUPortal) o access results for requests submitted.

If all results are not available, they are still being processed. You will receive another email when they are available on the portal. This is an automated message. Please do NOT reply to the sender address.

Respectfully,

Department of Services for Children, Youth and Their Families

2. Click the "COMPLETED REQUESTS" tab.



3. In the CPR Letter column, click download to view and print results letter. Results will be available on the CPR Portal for six months.



Questions may be directed to: DSCYF.CHU.Portal@delaware.gov