

New York

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

- If you are close to an Identogo facility, you may want to get your fingerprinting done there. You can find the nearest facility at <https://uenroll.identogo.com/workflows/15465F/locator/location>
 - Enter the Service Code 15464Z to get started.
 - Using the information below, fill out the information on each page.
 - You will receive an email when finished with what you need in order to be fingerprinted.

- If getting to a facility to be fingerprinted is not an option, you will need to do the following:
 - Download a fingerprint card from <https://www.fbi.gov/file-repository/standard-fingerprint-form-fd-258-1.pdf/view>
 - Complete the personal information fields on the card and then contact a local law enforcement agency to have your fingerprints taken on the card. DO NOT try to take your own prints.
 - Once you have your prints, go to <https://uenroll.identogo.com> Choose “State History Check”, then when selecting the type of history check, select “New York DCJS – Public Record Review – Unsuppressed.”
 - On the next page, click on “Submit a Fingerprint Card by Mail.”
 - Fill in the information on the 15465F form
 - For Purpose for Fingerprinting, choose “Other”
 - Fill out the Citizenship information
 - Answer the Personal Questions and Personal Information
 - Fill in your address
 - For the Designated Recipient use: Office of Clinical Studies
200 Academy Street
Newark, DE 19716
 - Enter your payment information and Submit.
 - You will receive an enrollment confirmation page with a barcode printed on the top right of the page. Print and sign the confirmation page with the barcode and mail the signed confirmation page and the completed fingerprint card to:
IDENTOGO
Cardscan Department
340 Seven Springs Way, Suite 250
Brentwood, TN 37027

After DCJS receives your request:

- Your request will be processed and response returned via U.S. mail within three to four weeks. You cannot pick up your response in person.

- Your response may include one or more of the following: your criminal history record, information about fingerprints you submitted as required by law for employment, licensing, or other purpose(s), or a “no record” response.
- You also will receive information explaining how to challenge the accuracy of any reported information.

Adam Walsh/Child Protective Service Background Record Request:

- Print the attached [Authorization for Request for Information on History of Child Abuse and Neglect in NYS](#). If you cannot see the form, email clinicalstudies@udel.edu and ask for the NYS Registry Form – Adam Walsh. We will email it to you.
- Fill it out completely, then it must be notarized. A list of notaries on campus can be found: <https://waitwhile.com/book/registrar875/service>.
- Send the notarized form to the address that is listed in bold on the first page of the form.

If you have any problems, please let us know. If they ask for an address of where to send the request, use the following:

University of Delaware
Office of Clinical Studies
200 Academy Street, Room 103
Newark, DE 19716