

Massachusetts

*The following instructions were written for Early Childhood Education students who attend the University of Delaware but have lived in Massachusetts 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: <https://www.mass.gov/massachusetts-criminal-offender-record-information-cori>

- Request a name-based record check (CORI)
- Click on Register for iCORI as an individual
- Click on Create a New Account.
- Click on register as an individual
- Click YES for Would you like to request your own Personal CORI, NO for all others
- You will need to provide the following information:
 - Valid E-Mail Address
 - Full Name
 - Date of Birth
 - Social Security Number
 - Address
 - Phone Number
 - Massachusetts Driver's License Number or Massachusetts ID number
 - Create a username and password, agree to their terms.
- Once you receive the record check, you will need to forward it to the Office of Clinical Studies at clinicalstudies@udel.edu or drop off a copy at our office at 200 Academy Street. You will not be cleared until we receive a copy.

Adam Walsh/Child Protective Service Background Record Request:

- Go to the following site: https://www.mass.gov/doc/adam-walsh-child-protective-service-cps-background-record-request-form/download?_ga=2.36245600.1971058318.1668110461-1500276038.1667591931
- You will need to completely fill out the form. Then take it to be notarized (A list of notaries on campus can be found: <https://waitwhile.com/book/registrar875/calendar> and mail to the address on the form. Please add a note requesting a stamped hard copy of your results. Do NOT fax it to the number on the form.
- Again, once you get this clearance, you will need to either email us a copy, or drop one by our office.

If you have any problems, please let us know. You should request that a stamped hard copy be sent to:

Office of Clinical Studies
200 Academy Street

Newark, DE 19716
ATTN: Terri Villa