

## Delaware Child Protection Registry clearance instructions:

- Click on this link: [Consent form](#)
  - Print the consent form
  - complete Part 1
  - Sign the form
  - Scan your completed consent form and save the form to your computer
- Click on this link: [CPR Portal](#)
  - Click on *"New Individual Registration"*
  - Complete the Individual Registration Form
  - Click on *"I Accept and Agree"*
  - Click on *"Register"*
- Once you register, DSCYF will email you a message
- Go to your email and retrieve message from DSCYF
- Click the link for *"New User"*
- Create password and click on *"Change Password"*
- Click on *"click here to create new CPR request"*
- Fill in prompts: Last Name, First Name, DOB, Gender
- Scroll down to: Requesting Agency ID 1 and enter 1115
- Scroll down to: Requesting Agency Contact ID 1 and enter 50863, click *"Save"*
- Click on *"Upload Files"*, retrieve your saved consent form and click *"Done"*
- Upper right side of page, click on *"Review and Save"*, then *"Save"*
- Top of page click on *"Make CPR Request Payment"*
- Click on *"Contingent Payment Request"*
- Click on box under *"CPR Record Name"*
- Click on *"Proceed to Payment"*
- Fill in payment details, click on *"Review & Pay"*
- A receipt of payment will be displayed
- You are finished and may log out