

California

*The following instructions were written for Early Childhood Education students who attend the University of Delaware but have lived in California 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 <https://oag.ca.gov/system/files/media/BCIA-8016RR.pdf>.
- Check "Record Review" as the Type of Application.
- Enter "Record Review" on the Reason for Application.
- Fill in your Personal Information.
- Take completed form to any [Live Scan Site](#) for Fingerprinting Services
- When you receive your results, forward them immediately to the Office of Clinical Studies at clinicalstudies@udel.edu or fax number 302-831-3137.

Adam Walsh/Child Protective Service Background Record Request:

- Go to [California Child Abuse and Neglect Form](#).
- Complete the form and print. Do not sign as it has to be notarized.
- You will need to get the form notarized. [Lists of Notaries on Campus](#) for your convenience. Be sure to have your driver's license with you when getting it notarized.
- Keep a copy for your records.
- Mail the completed form to:

**California Department of Justice
Bureau of Criminal Identification and Analysis
CACI Response Unit
P.O. Box 903387
Sacramento, CA 94203-3870**

If you have any problems, send an email to clinicalstudies@udel.edu.