

Georgia

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

Adam Walsh/Child Protective Service Background Record Request:

- You must submit a [screening form](#) to check for your Child Protective Services history.
- **Only typed applications will be accepted** (except for your signature). Follow instructions on the form to type in the form.
 - Information for the Agency Requesting Screening Information
 - Name: Office of Clinical Studies
 - Tel#: 302-831-3039
 - Email: clinicalstudies@udel.edu
 - Name of Agency: Office of Clinical Studies – Univ. of DE
 - Street Address: 200 Academy Street
 - City/State/Zip Code: Newark, DE 19716
 - Information on Person to be Screened
 - Fill in your personal information. All boxes from “First Name” through “List as Month/Year-Current” must be filled out.
 - You must include all addresses where you have lived during the previous five years. For the month/year, use the date when you left that address.
 - You do not need to complete the section asking for current household members.
 - Print the form
 - Scan the form to us at clinicalstudies@udel.edu. Georgia does not allow the person making the request to be the same as the person who is being checked. We must submit it for you.
- Once you get your results, please forward them to us at clinicalstudies@udel.edu

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

Office of Clinical Studies
200 Academy Street
Newark, DE 19716