

Kentucky

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

- Fill out the [Request for Conviction Records/Child Care](#) form.
- Complete information under “Applicant Information”.
- To complete “Application Information”
 - Go to the top of document, right side, click on the “T”.
 - Then click in “First Name” box to start completing form.
- When signing the form and have it witnessed.
- Send the completed form, a check or money order (payable to Kentucky State Treasurer) for \$20, as well as two self-addressed stamped envelopes (one with the Clinical Studies address, one with your address) to:
Kentucky State Police
Criminal Identification and Records Branch
Criminal Records Dissemination Section
1266 Louisville Road
Frankfort, KY 40601
- When you receive your results, send a copy to clinicalstudies@udel.edu.

Adam Walsh/Child Protective Service Background Record Request:

- Click on the [Central Registry Check](#) form.
- To complete “Personal Information”
 - Go to the top of document, right side, click on the “T”.
 - Then click in “Name” box to start completing form.
- For the “Date of Initial Hire”, use the first day of the current semester.
- List all your addresses for the previous five years, starting with your current address.
- When signing and dating the form, have someone witness your signature.
- Mail the form and a check or money order made payable to the “Kentucky State Treasurer” in the amount of \$10 to:
The Cabinet for Health and Family Services
Department for Community Based Services
Records Management Section
275 East Main Street, 3E-G
Frankfort, KY 40621
- Scan a copy of your results to clinicalstudies@udel.edu

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