

Maine

*The following instructions were written for Early Childhood Education students who attend the University of Delaware but have lived in Maine 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 the [Maine Criminal History Record](#) webpage.
 - The fee for this service is \$31.00.
 - Scroll to the bottom of the page and click on “Credit Card”.
 - Fill in your personal information under Subject 1. Then scroll to the bottom and click on “Continue”.
 - Review the information carefully, then click on “Continue”.
 - Now select your shipping information. The easiest one to choose would be by email. Then as soon as you get your results, you can forward them to us.
- Once you get your results, send a copy to clinicalstudies@udel.edu.

Adam Walsh/Child Protective Service Background Record Request:

- Go to the [Child Abuse Registry](#) page.
- Select your Payment option. Click “Search Now”
- Only complete information in the “Subject 1” box.
 - All Previous Name boxes must be filled out. If you do not have any previous names, fill in “n/a”.
- Scroll down and click on “Continue”.
- On the Authorization Page, select “email the subject directly for authorization if selected”.
 - For the Subject email address, enter clinicalstudies@udel.edu.
 - Click on “continue”.
- The next page is the Delivery Information page. Use the following information to fill out the fields:
 - University of Delaware, OCS
 - Email Address: clinicalstudies@udel.edu
 - Terri Villa
 - 200 Academy Street Newark DE19716
 - Click on “Review”
- Click on “Submit Payment”. Enter your credit card information and submit.
- Make note of your confirmation number for reference.

Any questions/problems, send an email to clinicalstudies@udel.edu.