

## Maryland

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

- Go to <http://dhr.maryland.gov/documents/Child%20Protective%20Services/1279A%20Background%20Clearance%20Form.pdf>
- The purpose of your search is under “B” Day Care Center
- Use the following Agency Information:
  - Agency Name: Office of Clinical Studies
  - Name of Agency Representative: Terri Villa
  - Agency Address: 200 Academy Street  
Newark, DE 19716
  - Representative’s Phone Number: 302-831-3039
  - Representative’s Email: [clinicalstudies@udel.edu](mailto:clinicalstudies@udel.edu)
- You must finish filling out the form, then get it notarized. A list of notaries on campus can be found: <https://waitwhile.com/book/registrar875/service>. When you sign the form, you will need to use BLUE ink.
- You must return the completed form to the local CPS in the Maryland jurisdiction where you currently reside. A list of your local facility can be found: <https://dhs.maryland.gov/child-protective-services/reporting-suspected-child-abuse-or-neglect/local-offices/>.
- [Instructions from website](#) Review the link if you want to see instructions from the State of MD Child Protective Services
- List of Maryland Local (County) Facilities: <https://dhs.maryland.gov/child-protective-services/reporting-suspected-child-abuse-or-neglect/local-offices/> to check on the status of your Adam Walsh clearance.

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