

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:

- Print the [MD CPS/Adam Walsh Background Request Form](#).
- Complete Part II: Search Information.
- List names of all children that reside in your residence.
- List any previous address that you have lived in Maryland for the past 7 years.
- Do not sign the form.
- Take the form to get notarized, at which time the notary will witness your signature. When you sign the form, you will need to use BLUE ink. A list of notaries on campus can be found: [List of UD Notaries](#).
- Submit the form electronically to: [CPS Adam Walsh Clearance Request Submission Page](#).
 - Requesting Agency Name: University of Delaware, Office of Clinical Studies
 - Requesting Agency Email: clinicalstudies@udel.edu
- Complete Submission checklist
 - Purpose of Check: *Employment*
- Be sure to upload completed, notarized form.
- Click, "Send me a copy of my responses", Submit.

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