

New Jersey

*The following instructions were written for Early Childhood Education students who attend the University of Delaware but have lived in New Jersey 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 <https://www.njportal.com/dcf/cari>
- Click on “File an Out of State CARI”
- Requesting Agency Information:
 - University of Delaware, Office of Clinical Studies
 - Terri Villa, clinicalstudies@udel.edu
 - 302-831-6778
 - 200 Academy Street Newark, DE 19716
- On the next page, under Application Specifics, check “Other” and “Child Care and Development Block Grant Act”. Then fill in your information. You will need to fill in the box under “Other” with “Student Teacher in a licensed day care center”
- Give information about any children you may have
- If you have a previous address (which is going to be your address in New Jersey, and any other addresses in NJ you have lived over the previous five years.
- Review your information.
- Check the box that your information is correct and electronically sign.

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