

New York

*The following instructions were written for Early Childhood Education students who attend the University of Delaware but have lived in New York 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 attached [Authorization for Request for Information on History of Child Abuse and Neglect in NYS](#). If you cannot see the form, email clinicalstudies@udel.edu and ask for the NYS Registry Form – Adam Walsh. We will email it to you.
- Fill it out completely, then it must be notarized. A list of notaries on campus can be found: <https://waitwhile.com/book/registrar875/service>.
- Send the notarized form to the address that is listed in bold on the first page of the form.

If you have any problems, please let us know. If they ask for an address of where to send the request, use the following:

University of Delaware
Office of Clinical Studies
200 Academy Street, Room 103
Newark, DE 19716