

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 [Authorization for Request for Information on History of Child Abuse and Neglect in NYS](#). This form gives the State of New York authorization for release of information from the Adam Walsh Child Protective search to the University of Delaware, Office of Clinical Studies.
- Fill in your personal information.
- List all “previous address for the past 28 years”.
- List “names of ALL children” who live at the same residence. **Do not sign the form.**
- You will need to have the form notarized. A list of notaries on campus can be found: [List of Notaries on Campus](#).
- Make a copy of your notarized form for your records.
- Send the notarized form to:

**New York State, Office of Children and Family Service
Statewide Central Register
P.O. Box 4480
Albany, NY 12204-0480**

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