

Pennsylvania

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

Criminal Record Check Services:

- Go to the state [EPATCH](#) website.
- Click “New Volunteer Record Check”, click you are verifying this request.
- Read the information carefully, then at the bottom of the page click the box that you understand and want to proceed. Then click on “Accept”.
- This will bring you to a page to fill out.
 - Under the Volunteer Organization Name please type “Office of Clinical Studies”
 - Under Volunteer Organization Telephone Number type “302-831-6778”
 - Fill out the rest of the form with your personal information.
 - Click on “Next>”.
- Check over all your information and then “Proceed.”
- Once you have a copy of the clearance, please forward it to clinicalstudies@udel.edu

Adam Walsh/Child Protective Service Background Record Request:

- Go to <https://www.compass.state.pa.us/cwis/public/home> Start with creating an individual account.
- On the next page, click on “Profile Information” at the top.
- Fill in the information to create a new Keystone ID. Click “Finish”
- Go back to the beginning page. Now go to “Individual Login”, then “Access my Clearances”. There you will find the online documents you need to get this 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