

Washington

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

- Log in [Washington State Background clearance](#).
- Video instructions are available at: [Washington State Background Instructions](#).
- Read instructions then “Start Filling in the Form”.
- Complete:
 - Name and Date of Birth
 - Additional Applicant Information
 - Address Information, enter:
Office of Clinical Studies
200 Academy Street
Newark DE 19716
 - Self-Disclosure -Conviction Information
 - Self-Disclosure-Pending Charge Information
 - Self-Disclosure Questions
- Review your Information, check the box acknowledging the information.
- Proceed to electronic signature. Check “I Agree”, type your and save.
- You will receive an email stating that your information has been saved with a 10-character code. Forward this information to: clinicalstudies@udel.edu.
- You will receive a confirmation number where you can print your application and enter email addresses (up to 3) where you want the results sent. You should enter your email and clinicalstudies@udel.edu.

Adam Walsh/Child Protective Service Background Record Request:

- Print [Washington State CYF form](#), sign, print your name and date form. Save to your computer.
- Click on [Washington State Child Abuse](#) where you will be able to create a portal account. Click on “Sign Up!”
- [Instructions for completing Non-CPS](#) request background.
- Follow their directions carefully and fill out all requested fields.
- In Part 5 (Step 1 screen), fill in the Requestor Information:
 - Terri Villa, Assistant, Director
 - University of DE, Office of Clinical Studies
 - 302-831-6778
 - clinicalstudies@udel.edu
 - Requestor Primary Email: clinicalstudies@udel.edu
 - Mailing Address 1: 200 Academy Street, Newark DE 19716, USA
- In Part 6, fill in your own information-you are the subject.

- In Part 7, upload your signed signature form.
- Review your information, submit your order.
- Check your email for a confirmation notice. Follow the directions to submit payment of \$20.
- If you have questions about the process, call 800-998-3839, option #1.
- Send a copy of your results to clinicalstudies@udel.edu.

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