

## 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 <https://www.ocs.udel.edu/wp-content/uploads/2019/11/NYS-Registry-Form-Adam-Walsh.pdf>. If you cannot see this form, email [clinicalstudies@udel.edu](mailto:clinicalstudies@udel.edu) and ask for the NYS Registry form – Adam Walsh. We will email you a copy.
- Information needed for release of information:
  - University of Delaware, Office of Clinical Studies
  - 200 Academy Street, Newark DE 19716
  - 302-831-6778
  - [clinicalstudies@udel.edu](mailto:clinicalstudies@udel.edu)
- Fill it out completely, then it must be 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](mailto:clinicalstudies@udel.edu).