

## New Jersey

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

- Schedule your fingerprinting appointment at <https://uenroll.identogo.com/>
  - They will ask you for a service code. Use “2F1BJG”, and for the contributor case number use “PRR”. This allows you to request your records for personal reasons.
  - Follow the links to Schedule or Manage Appointment.
    - Fill out all required fields.
    - Click Next and continue to give all required information.
  - You will need an accepted credit card or prepaid debit or electronic personal debit card.
- This clearance will be sent to you. You must forward it to us at [clinicalstudies@udel.edu](mailto:clinicalstudies@udel.edu) as soon as you receive it.

### Adam Walsh/Child Protective Service Background Record Request:

- Go to <https://www.njportal.com/dcf/cari>
- Click on “File an Out of State CARI”
  - Requesting Agency Name: UD Office of Clinical Studies
  - Staff Name: Terri Villa
  - Agency email: [clinicalstudies@udel.edu](mailto:clinicalstudies@udel.edu)
  - Contact phone number: 302-831-6778
  - Address: 200 Academy Street  
Newark, DE 19716
- On the next page, under Application Specifics, check “Other” and “Child Care and Development Block Grant Act”. Then fill in your information. You will need to fill in the box under “Other” with “Student Teacher in a licensed day care center”
- Give information about any children you may have
- If you have a previous address (which is going to be your address in New Jersey, and any other place you have lived over the previous five years), add those addresses.
- Carefully check your information and then at the bottom of the page, check the box that your information is correct and electronically sign.

If you have any problems, please let us know.