

How to Submit for a Delaware Child Protection Registry Request

The following instructions were written for students who attend the University of Delaware. If you are not a UD student, you will need to contact the state directly for additional help. If you have any questions, call DSCYF, Criminal History Unit 302-892-4525

Delaware child abuse and neglect checks must be requested through the Department of Services for Children, Youth and their Families (DSCYF), [Child Protection Registry Request Web Portal](#).

- Download and complete **Consent Form**
 - On the right side of the **Main page under New Individual Registration**, click **Click here to download the consent form**.
 - Complete all required * fields.
 - Under Part II– Requester Information, select #3 – Individual Request – Share Results with Requesting Agency.
 - Next to **Requesting Agency 1-Agency Name**, type “University of Delaware”.
 - Sign and date form.

- Click on **New Individual Registration**.
 - Complete all required * fields.
 - Read the conditions for requesting access to the Delaware Child Protection Registry Portal. Click the box beside I ACCEPT AND AGREE.
 - Click **Register**.

- You will be sent an email for a *Welcome to the Delaware Child Protection Registry Portal* notice.
 - Make note of your Individual ID number and login information, including your password. **You will need this information to retrieve your results. Unlike other websites, you cannot create another account to have access to any information associated with your original clearance!**
 - Read the entire email, click the large link.
 - Enter your new password, confirm password and then click **Change Password**
 - If you do not receive this within five days, call the Criminal History Unit at 302-892-4525.

- Click **Click here to create new CPR request**.
 - Complete all required * fields.
 - At the bottom of the form, under **Requesting Agency ID 1**, enter “1115”. Under **Requesting Agency Contact ID 1**, enter “50863”.
 - Click **Confirm**.
 - Your request is now in “Pending” status.

- Follow instructions on the page for **How to upload completed consent form**.
 - Click **Upload Files**. Upload your prepared form (it must be signed!) to their system.
 - Click **Done**.
 - There will be a message at the top of the page – 1 file was added to the Child Protection Registry.

- At the top right side of the page, click **Review** and click **Save to Submit**.
- Click **Save**.

- Request is now contingent on payment. Payment of \$14.00 is required for submission.
 - At the top of the page, click **Make CPR Request payment**.
 - Click **Contingent Payment Requests**.
 - Select your file, then click on **Proceed to Payment**.
 - Enter your payment information.
 - Click **Continue**.

- Review and click **Confirm**
- Click **Exit**.

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