

## How to Obtain a Delaware Child Abuse Clearance:

1. Complete and sign the [Child Protection Registry- Consent Form](#)
  - a. Fill out the form in it's entirety. Please select "Individual Request - Self" in Part II of the form.
  - b. Either fill and sign via Adobe acrobat
  - c. Or print the form, sign it, and scan it into your computer/email
  - d. You will need this completed form in a future step
2. Go to the DE Department of Child Protection and register as an individual
  - a. <https://childprotectionregistry.delaware.gov/s/individual-registration>
3. Once registered you will receive an email with your user number. Please follow the steps of the email to create your online account with the Department of Child Protection.
4. "Click here to create a new CPR Request" and fill in the requested information. Click "Confirm" at the bottom of the page.
5. The next page will ask you to upload a copy of your signed [Child Protection Registry - Consent Form](#) (From Step 1). Then hit "Review and Save"
6. Once this form is uploaded, proceed to "Contingent Payment requests", select your completed request, and finalize the payment of \$14 (fee may change depending on the department regulations)
7. You, the student, will receive the results through this website. Once your results are in, you must upload the results into your Exxat Required documents no later than April 30th.