Directions for Complying with State Laws on Entering Schools or Other Sites with Minors

Individuals must complete the following three clearances in order to enter schools and other sites with minors (children and youth less than 18 years of age) in the state of Delaware. These clearances enable individuals to be in compliance with the Joseph R. “Beau” Biden III Child Protection Act and other Delaware state child protection laws.

Individual schools and sites may require additional clearances and/or a more frequent completion rate of the clearances listed below.

**Child Protection Registry**
Individuals must have a Child Protection Registry Clearance from the Department of Services for Children, Youth and their Families (DSCYF) Office of Child Care Licensing, Criminal History Unit before they can enter a school/site with minors. **Individuals complete this clearance once.**

Individuals complete the [Child Protection Registry Request Form](#) in order to obtain this clearance. Faculty and staff in the College of Arts and Sciences in need of this clearance should complete this form and submit it to the CAS Dean’s Office. Individuals who receive their Child Protection Registry Clearance stating that they do not appear on the Child Protection Registry may enter a school/site with minors. Upon receiving confirmation from DSCYF that the individual does not appear on the Child Protection Registry, the CAS Dean’s Office will notify the individual that they have secured this clearance.

**Criminal Background Check**
Individuals must have a valid State of Delaware (SBI) and federal (FBI) criminal background check (CBC) with fingerprinting before they enter a school/site with minors. **Individuals complete this clearance once.**

Individuals complete the [CBC at one of three locations: State Police Troop 2 in Bear, State Police Troop 4 in Georgetown, or the State Bureau of Investigation (SBI) Fingerprinting Facility in Dover.](#) Individuals take the completed [Criminal History Record Check Authorization Form for Volunteers](#) to the appointment and request to have a “Volunteer to Schools” clearance completed. Photo identification and form of payment are required at the time of the appointment.

Individuals should plan ahead; it may take up to four weeks to receive a CBC criminal history report, so they should complete it at least one month prior to entering a school/site. The SBI Fingerprinting Facility does not require an appointment and can process the CBC very quickly. However, Troops 2 and 4 require appointments, which may be two weeks out. Individuals take the completed [Criminal History Record Check Authorization Form for Volunteers](#), photo identification, and form of payment to the appointment.

The state police/SBI will send a copy of the CBC report to the individuals, and the individuals must submit a copy of the report to the CAS Dean’s Office. Individuals who do not have criminal charges on their report may enter a school/site with minors. If the individual’s report

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1 Please contact Paul Pusecker (pusecker@udel.edu), CAS Dean’s Office, to obtain Agency Identification Number for Part II of this form.
includes criminal charges, then a Dean’s Office representative will arrange a meeting with the individual and determine if they can enter a school/site. Individuals cannot enter a school/site without being cleared by the CAS Dean’s Office.

**Tuberculosis (TB)**

Individuals must complete the Delaware Department of Education Confidential Tuberculosis (TB) Health Questionnaire for School Employees form before they enter a school/site with minors. If they answer “yes” to any of the questions on the questionnaire, then they need to also secure verification from a licensed health care provider or the Division of Public Health that they do not pose a threat of transmitting tuberculosis to the minors or staff at the school/site.

Individuals will carry the questionnaire and verification documentation (if applicable) on their person when working at a school/site. **Individuals complete this clearance every five years.**