Simplified Instructions for completing the required consent for release of information, CPS background clearance request/Adam Walsh background clearance request

IT CAN TAKE MORE THAN 5 WEEKS FOR THE STATE OF MARYLAND TO ISSUE A CLEARANCE. PLAN ACCORDINGLY- DO THIS NOW!

1. These instructions are for Maryland residents. Residents of other states will need to make a similar request to their state government.

   a. Click *other Individuals*
      i. Click *Instructions* and read them. The link opens the following page http://dhr.maryland.gov/documents/Child%20Protective%20Services/1279B%20Background%20Clearance%20Form%20Instructions.pdf
      ii. Don't use the form on the State's web site – use the one further down in the instructions which has the camp information already entered.
      iii. List of agencies where the notarized form should be sent (from pull down menu in the online instructions). Address to **CPS Background Clearance Coordinator** at one of the following address based on where you live.
         - Baltimore County DSS, 6401 York Road, Baltimore, MD 21212
         - Baltimore City DSS, 1525 N. Calvert Street, Baltimore, MD 21202
         - Carroll County DSS, 1232 Tech Court, Westminster, MD 21157
         - Frederick County DSS, 1888 N. Market Street, Frederick, MD 21701
         - Harford County DSS, 2 S. Bond Street, Suite 300, Bel Air, MD 21014
         - Howard County DSS, 7121 Columbia Gateway Drive, Columbia, MD 21046
   b. Download the Application with Camp information already included:

      http://troop497.org/data/forms/2019-summer-camp/Maryland%20CPS%20Registry%20Form%20with%20Camp%20Information.pdf

      i. Print the form.
      ii. Fill in the rest of the form with your personal information.
      iii. PRINT TWO COPIES (just in case) OF THE FORM for signature when instructed in Part III.
      iv. Follow the instructions to notarize and mail in your request form. Remember you must only sign the document in the presence of the notary and not before!

2. Please note, it may can take more than 5 weeks to have the request processed.

3. You might be able to check on the status of your application by creating a myDHR account at https://mydhrbenefits.dhr.state.md.us/dashboardClient/#/home. (I will verify this after my notarized application is accepted. – webmaster)