

Child Protective Services (CPS) Background Clearance Form for Youth Camp Employees (See separate instructions for personnel administrator.)

1. **USE NEW FORM:** CPS/Adam Walsh Background Request Form, dated 2017. Do not use the old form, it will not be processed. Also, complete the form on a computer, then print and sign before a notary. Handwritten forms will be returned to the sender.

2. For camp employees, in Part I: PURPOSE OF SEARCH, under B RELEASE TO AN AGENCY/INDIVIDUAL RELATED TO: mark the box for Youth Camp Worker/Volunteer and under AGENCY/INDIVIDUAL NAME add: Your camp's name or employer, contact person, address, phone and email. Save the form with this information and then have each employee add their personal information before printing the form, see above.

3. **MAILING INSTRUCTIONS:** For 2017, instead of mailing the forms to the local Social Services, the Maryland Department of Human Resources (DHR) will process the background clearances for Youth Camp employees or personnel administrators. **KEEP A COPY OF COMPLETED FORMS.** Mail the original to:

Maryland Department of Human Resources
Social Services Administration In-Home Services
311 W. Saratoga Street, Room 553
Baltimore, MD 21201

4. Returning employees: The Certification for Youth Camps regulations do not require an annual background clearance. If you received a response from Social Services indicating the status of the background clearance in 2015 (or before) for a returning employee, you do not have to submit a 2016 form for that employee.

5. Other helpful hints: Provide Social Security number (if issued), family member information, race, etc., on the form, **all of this information is needed to complete an accurate search.**

There is no fee from DHR for this service.

For an applicant under 16, the form must also be signed by a parent or guardian and notarized.

Sign in blue ink.