
State of Maryland-Child Protective Services Program
CONSENT FOR RELEASE OF INFORMATION
CPS BACKGROUND CLEARANCE REQUEST
ADAM WALSH BACKGROUND CLEARANCE REQUEST
INSTRUCTIONS

1. All forms should be completed electronically. Complete the form on-line and then print it. (You may want to save the form to your computer.) **INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED AND WILL CAUSE A DELAY IN THE REQUEST BEING PROCESSED.**
2. Submit a separate form for each individual whose name is to be searched.
3. Provide proof of identity to the Notary Public when you sign Part IV. The Notary's original seal is required on all forms.

For all requests being made by a State's department of social services, the caseworker must verify the applicant's identity. Therefore the form is not required to be notarized.

4. Return the completed form to the Local Department of Social Services in the Maryland jurisdiction where you currently reside. **FORMS SENT TO THE INCORRECT ADDRESS WILL CAUSE A DELAY IN THE REQUEST BEING PROCESSED.**

The request should be addressed to the **CPS Background Clearance Coordinator**.

To obtain the address of the local department, click below on "List of Agencies" and the addresses of each local office will be displayed:



Choose an item.

If you reside outside of Maryland, please forward your completed form to:

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

NOTE:

- If you have been issued a Social Security Number, you **MUST** provide it so a thorough search can be conducted.
- Information on family members is requested in the event the applicant has the same name as another person known to the department, to help determine the correct person.
- There is no fee for this service.
- Your signature is only valid for 1 year.
- If the applicant is under 16 years of age, this form is required to be signed by a parent/guardian and notarized.
- The applicant's signature should be signed in blue ink.
- All prior versions of this form are obsolete.