• Public User registers online with myDHR and logs in to apply for summer CAMP Clearance
Accessing Youth Camp Application

- Public User registers online with myDHR and logs in to apply for summer CAMP Clearance > clicks on **YOUTH CAMP APPLICATION** button to apply for Clearance.
Creating a New Application Cont...

- YCCS - Application Types
  - Youth CAMP Worker/Volunteer
  - Youth CAMP Personnel Administrator
Creating a New Application Cont...

- Public User fills in the Application online > selects the CAMP County, City and the associated CAMP Site for the Youth Camp Worker/Volunteer role.
• Public User responds “Yes” or “No” to the following questions on the Application. If “Yes”, user enters the duration
  – Have you lived in Maryland in the past?
  – Have you worked or volunteered in Maryland in the past?
• Public User fills in the search information in Part 2 of the Application
• Public User must respond to the marital status question *Are you married?* on the Application
  > If “Yes”, user enters Spouse information
• Public User must respond to the marital status question **Do you have any children?** on the Application. If “Yes”, user enters Children information by clicking “Add”
Saving the New Application

- Public User completes the online Application and clicks SAVE
• Application # is generated which is displayed in message. Please make a note of this application #
• Application sent to the selected CAMP Personnel Administrator queue
• Public User can download pdf copy of the Application clicking “Download”.
• Print the downloaded Application to get it Notarized and submit the Original to the Camp Personnel Administrator.

Your application has been successfully saved.
Please use the application number C201744341 for future reference.

Please view/download the application using the 'DOWNLOAD' button below.

(Please disable your POPUP BLOCKER in order to view or download the application)
1) Click on the Application
2) Then Click on the Camp Employee Clearance
   This will now show you all the applications that were entered by this DHR user.
3) You can Print the application again or continue the application.
   The details show the Application number, Type, Camp name the Current status and the Date
   the application was saved.