



**State of Maryland Child Protective Services (CPS) Program
Background Clearance Request Instructions
-Youth Camps Only-**

Camp Personnel Administrators

As a prospective Maryland youth camp personnel administrator, you are required by the State of Maryland to complete and submit a background clearance form. As of 2017, this form must be completed and submitted electronically through the myDHR web platform, then printed, notarized, and submitted to the Maryland Department of Health. The following instructions are meant to guide you through the application process.

1. Create a myDHR user account request by visiting mydhrbenefits.dhr.state.md.us and select 'Create Account'
2. Check your email for an activation link (Note: this link will expire after 5 minutes). Click on the activation link in the email to complete your account setup.
 - NOTE: Remember your password and email address so you can access the new myDHR account.
 - NOTE: If you try to access your myDHR account from a different computer (other than the one used to register) you will be sent a verification code to your email. Enter that code on the myDHR Account Validation Page and then click the 'Authenticate' button.
3. Log in to myDHR.
4. Click on the button that reads, 'Camp Employee Clearance'
5. SKIP Part I, Section A of your application.
6. For Section B, under 'Release To an Agency/Individual Related To,' indicate that you are applying for 'Youth Camp Personnel Administrator.'
7. Enter Baltimore City for County and Baltimore for City. The name of the Agency/Individual is 'DHMH-Center for Healthy Homes and Community Service.'
8. Complete the entirety of the application using accurate, honest information.
9. Submit the application online by clicking SAVE. Once your application has been submitted, you may not make changes. In the event that you entered incorrect information, you will need to complete and resubmit a new application.
10. Save and print your completed application. Note: Print Immediately, you will not be able to print the application at a later time unless you hit 'DOWNLOAD', making sure that the document is stored to a secure location.
11. Get your completed application notarized, and send it to: Maryland Department of Health and Mental Hygiene Center for Healthy Homes and Community Services 6 St. Paul Street, Suite 1301 Baltimore, MD 21202. (Please hand write on the application the camp/camps at which you are applying to be the personnel administrator with the camp ID number /numbers if you know them.)
12. Your application will not be processed until all of these steps have been completed.

All Applicants Must:

- Provide their Social Security Number, if applicable.
- Provide information on family members to help determine the correct person, in the event the applicant has the same name as another person known to Child Protective Services.
- Have a parent/guardian provide their signature which must be notarized, if the applicant is under 16 years of age.
- Provide proof of identity to the Notary Public when you sign Part IV. The Notary's original seal/stamp is required on all forms.

Please Note:

- There is no fee for a CPS background clearance.
- Your signature is only valid for one year.
- It is recommended that you keep a copy of the completed application for your records.