

Theraplay's Family of Companies

Guidelines for Obtaining Delaware Clearances

ALL CLINICIANS AND CLERICAL STAFF MUST COMPLETE AND SUBMIT THE FOLLOWING:

***You are responsible for any fees associated with obtaining your clearances.**

DE – Criminal Background Check (Fingerprinting)

- To schedule your fingerprinting, call any of the following county department buildings:

New Castle County (by appointment only)

Hours of Operation: Monday through Friday (8:30 to 3:15)

Phone: (302) 739-2528

Kent County (by appointment only)

Hours of Operation: Monday through Friday (8:30 to 3:15)

Phone: (302) 739-5871

Sussex County (by appointment only)

Hours of Operation: Monday through Thursday (8:30 to 3:30)

Phone: (302) 739-2528

*Cash is not accepted at this location!

Out of State Residents (by mail only)

Fingerprints may be taken by your local policy agency, or any fingerprinting agency. Obtain a fingerprinting card (FD-258) by clicking the link below:

<https://www.fbi.gov/file-repository/standard-fingerprint-form-fd-258-1.pdf/view>

Present the card to the fingerprinting agency of your choice for completion.

A written authorization letter granting the Delaware State Police authority to conduct a background check must be signed and mailed with the fingerprinting card.

MAIL TO: Delaware State Police, State Bureau of Identification, P.O. Box 430, Dover, DE 19903

***Must include the authorization letter, completed fingerprint card, and certified check or money order made payable to "Delaware State Police".**

- Results will need to be uploaded to the GetHired portal to clear you to start working.

DE – Child Abuse Registry Clearance

- Download and complete Registry Consent Form from GetHired portal and upload for submission. Results will be provided directly to Human Resources.

Please contact Samantha Brown sbrown@theraplayinc.com if you have any questions.