

The following volunteers must obtain a State & Federal Criminal Background Check and a Delaware Child Protection Registry Request Form:

- In School Volunteers
- Homeroom Parents
- Chaperones

Delaware Child Protection Registry Request Form is available upon request. There is no fee. Complete the form and return it to Lisa Flynn in HR.

A Criminal History Background Check is obtained through fingerprints. You must provide photo Identification, such as a valid driver's license or State ID (from any state). You do not need a social security card or a birth certificate.

You must mention that you are a school volunteer when making the appointment. **The fee for a volunteer is \$18.00**

Newark, Delaware-By appointment only.

The office is located at Delaware State Police Troop 2, on Route 40, in Bear, just west of the Fox Run Shopping Center, between routes 72 and 896, across from the Glasgow walking park and next to the YMCA.

The hours of operation are:

- Mon, Wed, Thurs, and Fri, 8:30 a.m. to 3:15 p.m.
- Tuesday, 11:30 a.m. to 6:15 p.m.
- To schedule an appointment call (302) 739-2528

The results of the completed certified criminal history will not be returned the same day. The results will be forwarded to the recipient as soon as operationally possible.

Thank you for your cooperation. If you have any questions or concerns please contact the PTO at: pto.academia@academia.k12.de.us