

# MDHR CPS/ Adam Walsh Background Check

- Maryland Department of Health (MDH) requires FCS to obtain a CPS background check for all people working at a youth camp.
- Create a myDHR account
  - [Link to website](#)
  - <https://mydhrbenefits.dhr.state.md.us/dashboardClient/#/register>
  - This will be your personal account that adds you into the MDH system.
  - If you already have an MDH account, you may go ahead and sign in.

myDHR Account Registration

Please complete the registration form below to set up your myDHR account. The account is free, and all information entered into your account is kept secure and confidential. Once you establish your account, you can begin applying for services, accessing your case details, and managing your account information.

Please note that you must have an email address to create a myDHR account. If you need help finding an email provider, visit the "Registration" section of [How to Use myDHR](#).

required fields marked with an asterisk (\*)

Your Name

First\* MI Last\* Suffix

Are you applying for yourself? \*

Yes  No

Sign-In Information

If you already have any active cases with Maryland Department of Human Services, please use the same email address on record of active cases.

Email\* Confirm Email: \*

Password\* Confirm Password\*

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- From Home Page:
- Select “Child Protective Services”
  - Summer Camp Background Clearance
- This can also be found under the “Services” tab of the dashboard.
- The website is often updated in previous years, so it may be found in multiple locations.
- If there are any issues with completing this step, please contact the Camp Director and you may be able to fill out the form in person.

The screenshot shows the Maryland Department of Human Resources website. At the top right, the word "MARYLAND" is partially visible. Below it, there are four main service categories, each with an icon and a dropdown arrow:

- Family Services**: Services to support children and caretakers, including Child Support and information on Foster Care and Adoption services with children.
- Health Services & Disability Services**: Programs that provide healthcare and assistance for those with disabilities.
- Child Protective Services**: A dropdown menu is open, showing four options: "Know the Signs of Child Abuse & Neglect", "How to Report Child Abuse & Neglect", "CPS Background Search", and "Summer Camp Background Clearance". The "Summer Camp Background Clearance" option is circled in red.
- Adult Services**: Services to protect and care for elderly and vulnerable adults.

At the bottom of the page, there is a section titled "FREQUENTLY ASKED QUESTIONS &".

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- Fill out these initial options:

- A. Release to Self (N/A)
- B. Youth Camp Worker/Volunteer
- Prince Georges - MD
- College Park
- Friends Community School Summer Camp
- Auto-fills: Name of Agency Representative, Address, Phone Number, and email

- Please fill out the rest of the form with your personal information.

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

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PLEASE COMPLETE THIS FORM ON LINE AND THEN PRINT

Part 1: PURPOSE OF SEARCH

A. RELEASE TO SELF:

1. To determine if I have been found responsible for an "indicated" disposition for a child abuse or neglect investigation.

2. To determine if I have any remaining appeal rights.

B. RELEASE TO AN AGENCY/INDIVIDUAL RELATED TO:

<input type="radio"/> Adoption	<input type="radio"/> Institutional Employee	<input type="radio"/> Community Mgmt. Entity
<input type="radio"/> Foster Care	<input type="radio"/> CASA	<input type="radio"/> DHS Child Placement Agency*
<input type="radio"/> Kinship Care	<input type="radio"/> Custody Evaluation	<input type="radio"/> Youth Camp Personnel Administrator*
<input type="radio"/> International Adoption	<input type="radio"/> Day Care Center	<input checked="" type="radio"/> Youth Camp Worker/Volunteer*
<input type="radio"/> School Personnel*	<input type="radio"/> Family Day Care	<input type="radio"/> Other (Specify)

County \*  
Prince Georges - MD

City \*  
COLLEGE PARK

Agency/Individual Name \*  
Friends Community School Summer Camps

Name Of Agency Representative  
Van Nguyen

Agency Address  
5901 Westchester Park Dr., College Park, MD, 20740

Representative's Phone Number  
(301) 441 - 2100

Representative's Email  
vann@friendscommunityschool.org

Have you lived in Maryland in the past?  Yes  No

Have you worked or volunteered in Maryland in the past?  Yes  No

If Yes to either question, from what years

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- After you've completed the form online, it will ask you to print the form for the next step.
- Do not sign the form at this time
- You will need to visit a Notary Public to complete this form.
  - In a typical year, FCS has an in-house notary public to perform this service.
  - This year, you will need to visit one.
    - UPS often has notary services available at their store locations.

PRIOR ADDRESSES (List all within the past 7 years in Maryland.)					
NUMBER	STREET NAME	CITY	STATE	ZIP CODE	DATE

## Part III: AUTHORIZATION

Pursuant to Code of Maryland Regulations § 07.02.07, pertaining to the confidentiality of Child Protective Services investigations and reports, I hereby authorize the Maryland Department of Human Resources (DHR) to notify \_\_\_\_\_ (agency or individual as listed in Part I) as to whether a local department of social services has identified me as responsible for "indicated" child abuse or neglect in any record maintained by the Maryland Department of Human Resources, any local department of social services, and Child Protective Services.

**\*\*\*\*\*STOP\*\*\*\*\*REVIEW THAT ALL SECTIONS ARE COMPLETE\*\*\*\*\***  
**\*\*\*\*\*PRINT THIS FORM BEFORE PROCEEDING TO PART IV\*\*\*\*\***

## PART IV: SIGNATURE (If Applicant is under age 16, must be signed by Applicant's parent/guardian)

DATE

(Print name of signature above)	

## PART V: CERTIFICATE OF ACKNOWLEDGEMENT OF INDIVIDUAL BEFORE A NOTARY PUBLIC

City/County of: \_\_\_\_\_ State of: \_\_\_\_\_

Acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: \_\_\_\_\_.

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- After you've completed the form online, including having it notarized, please scan and upload a copy to your Ultracamp account ([camp@friendscommunityschool.org](mailto:camp@friendscommunityschool.org)).
- A notary is available at FCS if
- The original must be mailed or dropped off at Friends Community School.

*Attn: Van Nguyen  
Friends Community School  
5901 Westchester Park Drive  
College Park, Maryland 20740*

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