



DEPARTMENT OF HUMAN SERVICES

Wes Moore, Governor · Aruna Miller, Lt. Governor · Rafael López, Secretary

## Maryland Department of Human Services Frequently Asked Question (FAQ) Sheet for CPS Background/Adam Walsh Background Clearances

- **What is a CPS Background/Adam Walsh Background Clearance check?**
  - [The CPS Background/Adam Walsh Background Clearance](#) check involves a search of the Maryland Confidential Database to determine whether an individual seeking employment, volunteering opportunities, adoption, or other direct contact with children has been found responsible for indicated child abuse and/or neglect in the State of Maryland.
- **Is there a specific form required to request a CPS Background/Adam Walsh Background Clearance check?**
  - The CPS Background/Adam Walsh Background Clearance packet, formerly known as the 1279A form, provides comprehensive guidance for submitting a clearance request. It includes detailed instructions on the process, timelines for processing, and contact information for the Local Department of Social Services (LDSS) and a Consent to Release of Information Form.
- **Where can I find the Maryland CPS Background/Adam Walsh Background Clearance Request Packet?**
  - The Maryland CPS Background/Adam Walsh Clearance Packet can be found on the [Maryland Department of Human Services \(DHS\) website](#). **You may also find the CPS Background Clearance Request packet [here](#).**
- **When is the Maryland CPS Background/Adam Walsh Background Clearance needed?**
  - For employment or volunteering with children:  
[Employment or Volunteering Check](#)
  - Camp Administrators or Youth Personnel for camps in Maryland:  
[Camp Background Check](#)
  - For Court Proceedings:  
[Court Proceedings Check](#)
  - To become a licensed foster or adoptive parent:  
[Foster or Adoptive Parent Check](#)
  - For individuals who want to verify their child welfare history for their licensure, childcare services, and more:  
[Self](#)

- **What is the process for submitting my completed Maryland CPS Background/Adam Walsh Background Clearance Request Packet?**
  - Requests can be submitted via the [MDThink portal](#), or
  - The Maryland State CPS Background submission page [here](#)
  - Applicants who have never resided in the state of Maryland at the time of their request and are unable to submit their request electronically may mail the completed form to:
    - Maryland Department of Human Services,  
Social Services Administration,  
CPS Background Clearance Unit,  
25 S. Charles Street, 11th floor,  
Baltimore, MD 21201**
  - Applicants who reside within the state of Maryland who are unable to submit requests electronically should mail the completed packet to the LDSS in the Maryland jurisdiction where the applicant currently resides. **For the most up-to-date LDSS addresses, [see pages 5-6](#).**
  - Youth Camp Administrators and Personnel:
    - All background clearance requests for youth camp employees must be submitted electronically through the [MDThink Portal](#).
- **Is there an online option for submitting the Maryland CPS Background/Adam Walsh Background Clearance Request?**
  - Yes. The [MDThink Portal](#) is currently open to Youth Camps, Schools and Providers submitting large volumes of clearance requests regularly.
  - To obtain more information about registering on the portal, please email the Background Clearance Unit at [mdcps.clearances1@maryland.gov](mailto:mdcps.clearances1@maryland.gov).
  - Individual requests may be submitted [here](#).
- **How is the Maryland CPS Background/Adam Walsh Background Clearance Packet response provided?**
  - A response letter is sent via secure email to the identified agency/individual listed under Part I: Purpose of Search sections A and B.
    - To request a copy of a submitted request, please contact the agency/individual authorized to receive the applicant's confidential information.
- **What are the submission requirements for the Maryland CPS Background/Adam Walsh Background Clearance Request?**
  - All sections of the request form must be completed;
  - Addresses must include City, State and Zip Code of the requestor and applicant;
  - Applicants must include a social security number (SSN);
    - Applicants who do not have a SSN available must provide further documentation such as a passport from their country of origin or resident card;
  - Requests must:

- Be legible;
  - Be signed by the applicant (or parent/guardian);
  - Have a notarized signature and seal;
    - *Requests submitted with signatures/dates exceeding 60 days will be returned to the requestor and require a new request form to be submitted for processing.*
  - *Legible photocopies will be accepted.*
- **Why might the Maryland CPS Background/Adam Walsh Background Clearance Request Packet be sent back to the requester?**
  - Requests that are missing information for Part I, Part II, are illegible, the use of corrective tape (whiteout) and/or missing the notarized signature/seal will be returned.
  - The signature in Part III does not match the name provided in Part II (unless the individual is under the age of 16 in which the parent/guardian would sign).
- **What is the expected timeframe for receiving a response to the Maryland CPS Background/Adam Walsh Background Clearance Request?**
  - The standard processing time of 3-4 weeks may be extended by an additional 2-4 weeks if there is a reported CPS history or if additional records are needed to identify the indicated maltreater.
  - Requests received electronically via the MDThink Portal are processed within 14 business days, excluding weekends and holidays. This timeframe may be extended if there is indicated CPS history or if additional records are needed to identify the indicated maltreater.
  - Individuals that have been determined to have history are forwarded to the Local Department of Social Services (LDSS) who conducted the investigation and may require additional time for review and respond.
  - If you are informed of a history of indicated findings and wish to check the status of your right to appeal, please reach out to the Appeals Coordinator at the LDSS listed in the dropdown menu below.

**LDSS Appeals Coordinators:**

- **Does the Maryland CPS Background/Adam Walsh Background Clearance also report criminal history?**
  - DHS does not conduct criminal background checks. For more information, please visit the Maryland Department of Public Safety and Correctional Services page [here](#).
- **Can the Maryland CPS Background/Adam Walsh Background Clearance be used for employment verification?**

- DHS does not complete employment verification forms. For more information, you may contact the state agency point of contact listed [here](#).
- **Who should I contact if I am interested in starting a child care business in a home or center?**
  - Please contact your Office of Child Care Regional Licensing Office to schedule the Orientation Training.
  - The Division of Early Childhood, Maryland State Department of Education (MSDE) is responsible for processing the applications for In-State Day Care Providers and Employees. For more information click here: [Maryland State Department of Education](#).
    - **MSDE must process their own background checks to comply with COMAR Md. Code, Educ. §6-113.2 and Code of Maryland Regulations 13A.07.14.** MSDE policy requires their Providers to submit a paper application. Requests for in-state day care licensing should be directed to the corresponding Office of Child Care Regional Licensing Office: [Licensing Forms](#)
- **Who should I contact if I have questions about a submitted CPS Background Clearance request?**
  - Please email the Background Clearance Unit at [mdcps.clearances1@maryland.gov](mailto:mdcps.clearances1@maryland.gov). A staff member will respond to your inquiry within 48 business hours. You may also contact the local department directly using the CPS Background email address found on page 5.

## Mailing and Email Addresses for the Local Department of Social Services

If you have submitted your request to a local department, you may contact them via email below.

Local Department of Social Services	Mailing Address	Email Address
Allegany County DSS	1 Frederick St. Cumberland, MD 21502	adultandchildservices.allegany@maryland.gov
Anne Arundel County DSS	7500 Ritchie Highway, Glen Burnie, MD 21061	aadss.clearances@maryland.gov
Baltimore City DSS	1525 N. Calvert Street Baltimore, MD 21202	bcdss.clearances@maryland.gov
Baltimore County DSS	6401 York Rd., Baltimore, MD 21212	dlbacodss_backgroundclearance_DHS@maryland.gov
Calvert County DSS	200 Duke St., Prince Frederick, MD 20678	calvertdss.cpsclearances@maryland.gov.
Caroline County DSS	207 S. Third St., Denton, MD 21629	caroline.clearances@maryland.gov
Carroll County DSS	1232 Tech Dr #1, Westminster, MD 21157	carroll.adultandchildservices@maryland.gov
Cecil County DSS	170 E. Main Street, Elkton, MD 21921	DLCecilBackgroundChecks_DHS@maryland.gov
Charles County DSS	200 Kent Ave., P.O. Box 1010, La Plata, MD 20646	charlescounty.cpsclearances@maryland.gov
Dorchester County DSS	2737 Dorchester Square., P.O. Box 217, Cambridge, MD 21613	dorchesterdss.cpsclearances@maryland.gov
Frederick County DSS	1888 N. Market St. Frederick, MD 21701	fcdss.cpsclearances@maryland.gov
Garrett County DSS	12578 Garrett Highway, Oakland, MD, 21550	GCDSS.CPSBackgroundClearances@maryland.gov
Harford County DSS	2 S. Bond St., Suite 300, Belair, MD 21014	harcodss.clearances@maryland.gov
Howard County DSS	9780 Patuxent Woods Drive, Columbia, MD 21046	howco.cpsbackgroundclearances@maryland.gov
Kent County DSS	P.O. Box 670, Chestertown, MD 21620	kentcodssl.cpsbackgroundclearances@maryland.gov
Montgomery County DSS	1301 Piccard Drive, Rockville, MD 20850	MCCWS1CPSBackgroundClearances@montgomerycountymd.gov
Prince George's County DSS	805 Brightseat Rd., Landover, MD 20785	pgcdss.clearances@maryland.gov

Queen Anne's County DSS	125 Comet Drive, Centerville, MD 21617	qacodssl.cpsclearances@maryland.gov
Somerset County DSS	30397 Mt. Vernon Rd., P.O. Box 369, Princess Anne, MD 21853	scdss.intake@maryland.gov
St. Mary's County DSS	23110 Leonard Hall Drive, Leonardtown, MD 20650	stmaryscounty.cpsclearances@maryland.gov
Talbot County DSS	301 Bay Street Unit #5, Easton, MD 21601	talbot.cpsclearances@maryland.gov
Washington County DSS	122 N. Potomac St., Hagerstown, MD 21740	wcdss.screening@maryland.gov
Wicomico County DSS	201 Baptist St., Suite 27, Salisbury, MD 21801	dlwi_screeningintake_wi_dhs@maryland.gov
Worcester County DSS	299 Commerce St., P.O. Box 39 Snow Hill, MD 21863	worcdss.cpsbackgroundclearances@maryland.gov