

Steps to complete the DSCYF Child Protection Registry Request

1. Go to <https://childprotectionregistry.delaware.gov/s/login/> and select the New Individual Registration button on the right side of the screen.
2. After the registration is completed, you will receive confirmation to check your email with instructions to complete the registry check.
3. Please read the email thoroughly.
 - a. You are assigned a username which is your email address with an individualized number. This username is required to reset a forgotten password.
 - b. Select the New User link to proceed to the final steps of the registry check.
4. Select the Click Here to Create CPR Request button.
5. Complete the New CPR Request.
 - a. **IMPORTANT** – In the Requesting Agency ID 1 field, enter 79980 and in the Requesting Agency Contact ID 1 field enter the number 113234 and save.



REQUESTING AGENCY ID 1 ⓘ

79980

REQUESTING AGENCY CONTACT ID 1 ⓘ

113234

6. Upload a completed Diocese of Wilmington Consent form.
 - a. Complete the top portion and sign and date the form.
 - b. Number 3 under Part II of the consent form must be checked with Diocese of Wilmington – 79980 listed as one of the requesting agencies.
 - c. You will receive confirmation and see the uploaded file.
7. It is important to click the Review and Save button at the top right side of the page.
8. Payment of \$14 is required. Select the link located just below the header.

[Click here to create an additional CPR request, view CPR request status, make CPR request payment.](#)
9. From the menu bar, select tab Contingent Payment Requests tab to submit payment.
10. Your CPR is complete when you receive confirmation of the payment.
11. You will receive an email notification from DSCYF when your CPR check is finalized. The Safe Environments Office is also notified.