



**State of Maryland Child Protective Services (CPS) Program  
Background Clearance Request Instructions  
-Youth Camps Only-**

**Camp Personnel Administrators**

As a prospective Maryland youth camp personnel administrator, you are required by the State of Maryland to complete and submit a background clearance form. As of 2017, this form must be completed and submitted electronically through the myDHR web platform, then printed, notarized, and submitted to the Maryland Department of Health. The following instructions are meant to guide you through the application process.

1. Create a myDHR user account by visiting [mydhrbenefits.dhr.state.md.us](http://mydhrbenefits.dhr.state.md.us).
2. Check your email for an authorization code that you'll need in order to log in.
3. Log in to myDHR. Enter your authorization code.
4. Click on the button that reads, "Youth Camp Clearance."
5. For Part I, Section A of your application, check box #1.
6. For Section B, under "Release To an Agency/Individual Related To," check the box indicating that you are applying for "Youth Camp Personnel Administrator."
7. The name of the Agency/Individual is "DHMH-Center for Healthy Homes and Community Service."
8. Complete the entirety of the application using accurate, honest information.
9. Submit the application online. Once your application has been submitted, you may not make changes. In the event that you entered incorrect information, you will need to complete a resubmit a new application.
10. Save and print your completed application.
11. Get your completed application notarized, and send it to:  
Maryland Department of Health and Mental Hygiene  
Center for Healthy Homes and Community Services  
6 St. Paul Street, Suite 1301  
Baltimore, MD 21202
12. Your application will not be processed until all of these applications have been completed.

**All Applicants Must:**

- Provide their Social Security Number, if applicable.
- Provide information on family members to help determine the correct person, in the event the applicant has the same name as another person known to Child Protective Services.
- Have a parent/guardian provide their signature which must be notarized, if the applicant is under 16 years of age.
- Provide proof of identity to the Notary Public when you sign Part IV. The Notary's original seal/stamp is required on all forms.

**Please Note:**

- There is no fee for a CPS background clearance.
- Your signature is only valid for one year.
- It is recommended that you keep a copy of the completed application for your records.