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| Name of Contract Agency |  | 5-Digit Contract# |  | Date |

Delaware Code Title 31, Chapter 3, Subchapter I, Section 309 requires all DSCYF contractor staff who a) have regular direct access to children, or b) provides services directly to a child or children to be fingerprinted by the Delaware State Police for the purposes of completing a federal and state criminal background check AND to have a Child Abuse Registry check completed by DSCYF. DSCYF addresses both requirements by providing a single customized fingerprint card for individual contractor staff to take to a designated Delaware State Police location. You will be contacted about this process and this customized form. As part of executing a contract with DSCYF you are also being required to identify below all known staff, volunteers, sub-contractors, etc. who will be working as part of your DSCYF contract. This information will be used to track compliance with these requirements and is **NOT** a substitute for being fingerprinted. Third-party background checks will not be accepted. Please return this list to [DSCYF\_Contracts\_Forms@Delaware.Gov](mailto:DSCYF_Contracts_Forms@Delaware.Gov) as soon as possible. Add additional pages as needed. **NOTE: Staff are prohibited from providing services to youth until these requirements have been met.**

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**Penalties for non-compliance**: Any contractor failing to comply shall be guilty of a Class A misdemeanor and punished accordingly. The contractor shall also be subject to a civil penalty of not less than **$1,000 nor more than $5,000** **for each violation.**

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| Typed Name/Title |  | Date |