

Contractor Suitability Process

Vendor/Contracted Employee Criminal Background Check/Child Protection Information Portal

All vendors are expected to access the portal link below to enter all contracted employees who will be working with students in the Red Clay School District. Once you have entered the employee information, you will receive a confirmation. Once Red Clay Human Resources receives your employees Background Check and Child Protection Registry, you will be emailed a Suitability form letting you know if the employee has met clearances to begin work.

Please Note: Until you receive notice from Human Resources that your employee is cleared to work, they should not report to an assignment.

Contracted Employee Information Portal: <https://forms.gle/1zPMWu311LiaNnJg9>

Required Criminal Background Check

Fingerprint Identification for Criminal Background Checks has changed and is now offered by IdentoGo:

- Cost: \$85
- Click here [IdentoGO](#) for appointments and locations.
- The “**Red Clay Service Code**” is 27RY95

Note: Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Driver's License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Enhanced Driver's License (EDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- Department of Defense Common Access Card
- Uniformed Services Identification Card (Form DD-1172-2)
- U.S. Military Identification Card
- U.S. Coastguard Merchant Mariner Card
- Military Dependent's Identification Card

- U.S. Passport
 - Foreign passport
 - Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
 - Employment Authorization Card/Document (I-766) that contains a photograph
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States

Required Child Protection Registry

- Cost- \$14
- Click here [Delaware Child Protection Registry](#)
- Select "New Individual Registration" Please refer to attachment.
 - Agency ID – 352
 - Agency Contact – 46358
 - For Questions, Contact Name: Janee Perkins Email: janee.perkins@redclay.k12.de.us Tel: 302.552.3700