



State of Maryland Child Protective Services (CPS) Program Background Clearance Request Instructions

As a prospective Maryland youth camp employee or volunteer, 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 myMDTHINK web platform, then printed, notarized, and submitted to camp to which you are applying. The following instructions are meant to guide you through the application process.

1. Create a myMDTHINK user account request by visiting mymdthink.maryland.gov/home/#/ and select 'Create Account'.
2. Please be sure to click "I'm applying for myself or my family"
3. Check your email for an activation link. Click on the activation link in the email to complete your account setup. The link will expire after 5 minutes. If you try to access your myMDTHINK account from a different computer (other than the one used to register) you will be sent a verification code to your email. Enter that code on the myMDTHINK Account Validation Page and then click the 'Authenticate' button.
4. Log in to myMDTHINK. (A passcode will be sent to your email. It is valid for 60 minutes. Please check your email to find your passcode and enter it in the Passcode field)
5. Click on the button that reads, 'Services', then select 'Organization Employee Clearance'.
6. Skip Part I, Section A of your application.
7. For Section B, under "Release To an Agency/Individual Related To," check the box indicating that you are applying for "Youth Camp Worker/Volunteer."
8. Enter the County and City for the camp at which you are applying, and the possible camps will populate. If you are applying to a camp that does not appear on the drop-down menu, please call your camp administrator. You will not be able to complete the clearance request online at this time.
9. Complete the entirety of the application using accurate, honest information.
 - **You MUST enter your Social Security Number on the application.**
10. Submit the application online by clicking SAVE. Once your application has been submitted, you may not make changes. In the event that you entered incorrect information, you will need to complete and resubmit a new application.

11. Save & PRINT your application. Print immediately, you will not be able to print the application at a later time unless you hit 'DOWNLOAD', making sure that the document is stored in a secure location.
12. **Get your completed application notarized, and send your notarized application to landonsummer@landon.net or mail to Landon Summer 6101 Wilson Ln. Bethesda MD 20817**
13. Your application will not be processed until all these actions have been completed.