

INSTRUCTIONS FOR APPLICANT/EMPLOYEE REQUESTING CPS CLEARANCES IN
ONLINE PORTAL: <https://www.maine.gov/online/cpsbackgroundcheck>

**SAFE FAMILIES FOR CHILDREN RECOMMENDS AUTHORIZATION USING YOUR EMAIL
AS HIGHLIGHTED IN YELLOW**

What you will need:

1. A signed authorization form (provided by agency)
 - NOTE: Do not use the authorization form provided on the portal home page, you must use the form provided to you by the agency requesting the check.
2. Email. You may choose to have a link sent to your email in order to authorize this check.

Note: Pay particular attention to the spelling of your name. Results will be provided based on the spelling provided.

How to request:

1. Space for 4 individuals will come up initially.
2. Ensure you enter all information marked with a red asterisk – First Name, Last Name, Date of Birth, and Address. If you have previous first or last names, or any suffixes, ensure those are entered as well.
3. Once you have filled in all the information, click continue.
4. This will bring you to a page to select whether you have already completed an authorization, or if you will be completing it via email.
 - a. If you have completed the authorization, please click “I will upload an authorization file if selected.” Ensure the document is saved using the following format: First Name, Middle Name/Initial, Last Name, Suffix, Data of Birth (MM/DD/YYYY), Maiden/Previous Married Last Name 1, Previous Married Last Name 2, Town of Address. Subject information should be separated by commas. Please note that you must use the 4-digit birth year. For example:
 - Joe,Q,Public,Jr,11/2/1945
 - Jane,Q,Public,2/28/1950,Doe,Person,Augusta
 - i. NOTE: Files have to be 1MB or less. If you are getting an error of file size is too large, you need to reduce the file size. To reduce the size of the file, when you save the document/pdf to your computer, there will be an option in the save dialog box dropdown saying “Reduce File Size”.
 - b. If you will be completing it via email, **please double check the email to ensure it is correct.**
5. Once you have selected an option, click continue.
6. Here you will choose to receive results via email. **MAINE@SAFEFAMILIES.NET**
 - a. Input the email address provided to you by the employer/agency you are requesting the BGC for.

- b. **NOTE: Do NOT enter your own email address in this field. You MUST enter the above email address. If you enter your personal email address the check will not be accepted.**
7. Once this has been completed, click Review.
8. Review all information to ensure that it is correct. Once you have confirmed your information is correct, click Submit Payment.
9. Here you will enter your credit card information, please double check all your information is correct before clicking Submit Payment.
10. This will bring you to your confirmation page. Make sure you save your transaction number for future reference.