

# CENTRAL REGISTRY CLEARANCE REQUEST

## Michigan Department of Human Services

The confidentiality of central registry information is protected by Sections 7 through 7j of the Michigan Child Protection Law (MCL 722.627-722.627j). Anyone who violates this protection is guilty of a misdemeanor and is civilly liable for damages.

- INSTRUCTIONS:**
- All fields must be completed for processing.
  - All Children's Protective Services (CPS) workers, law-enforcement employees, court officials, and employers or volunteer agencies **MUST** provide either a copy of an agency badge OR a fax cover-sheet which includes agency letterhead.
  - For ALL employers, volunteer agencies, or individual central registry requests: an enlarged and clear copy of the employee's/volunteer picture identification **MUST** be attached.
  - Out-of-state requests:
    - Michigan Department of Human Services  
Children's Protective Services Program Office  
P.O. Box 30037  
235 S. Grand Avenue, Suite 510  
Lansing, MI 48909  
Phone: 517-335-3704  
Fax: 517-241-7047
    - In-state requests:  
Contact the local DHS office.

### SECTION 1 NAMES CLEARED

NAME LAST, FIRST, MIDDLE	AKA (Also Known As) (Maiden Name)	DATE OF BIRTH	SOCIAL SECURITY NUMBER	Employee/Volunteer/Individual <b>SIGNATURE REQUIRED FOR EACH PERSON BEING CLEARED</b>

### SECTION 2 REQUESTOR INFORMATION

<b>Please Check Appropriate Box</b>	
<input type="checkbox"/> Child Welfare Agency <input type="checkbox"/> Individual <input type="checkbox"/> Law-Enforcement/Dept of Corrections <input type="checkbox"/> Prosecuting Attorney/Court (please provide docket number if available) _____	<input type="checkbox"/> Employer <input type="checkbox"/> Volunteer Agency <input type="checkbox"/> Out-of-State Adoption and Foster Home Screening <input type="checkbox"/> Other _____

Name of Employer/Volunteer Agency/Individual		Name of CPS/Law-Enforcement or Court		
Name		Title		
Address		City	State	Zip Code
Phone	Fax - -	E-mail		Date

**Employers/volunteer agencies – will ONLY receive responses of NO central registry if the name being cleared has approved this request with their signature. Employers/volunteer agencies will NOT receive notification if the name submitted has any central registry history hits per CPL 722.627.**  
**Individual request – will ONLY be sent to the address on the picture identification provided.**

**This clearance does not identify individuals who may have child abuse/neglect history in other states, territories or tribal trust land.**