Central Registry Clearance Request Instructions

Michigan Crossroads Council

The State of Michigan requires all adults (21 and older) that are on MCC camp property to go through a Central Registry Clearance with the Department of Human Services of Michigan (DHS). Although the rule states that this pertains to "staff", the state defines "staff" as either a paid employee OR a volunteer who has responsibility for the direct care or supervision of campers or who has unsupervised contact with campers. The state of Michigan requires the MCC to document that EVERY individual aged 21 and older on camp property be cleared by the Central Registry / State of Michigan. In addition, the MCC requires that ALL camp staff members (paid or volunteer) be cleared regardless of age.

If you are 21+ years of age and plan to attend or visit any MCC Summer Camp (Boy Scout or Cub Scout) this summer, a letter from the State of Michigan stating you have been cleared by the Central Registry must be on file in the camp office. This is a one-time clearance at no cost to the person asking for the clearance. Upon approval, the person seeking a clearance will receive a form letter, DHS 1910, from the State of Michigan showing that you have been cleared. You should keep the original for your records and make a copy to be turned in at camp.

Steps to request Central Registry Clearance:

1. Fully complete the attached "*Request for Central Registry Clearance*" form.
2. Be sure to include a clear copy of your picture identification with your request form.
3. Fill in your address – results can only be sent to the address on your picture ID.
4. Mail the completed form along with a clear copy of your picture ID to the address listed at the top of the form – DO NOT mail to camp!

Once you receive your Central Registry Clearance please keep the original and make a photocopy to turn in at camp this summer. For more information on Central Registry Clearance requests, please click on the following link: www.michigan.gov/canregistryclearance .

To ensure that your Pack & Troop family & friends who will be visiting you this summer do not get turned away or delayed, please notify your Pack & Troop families of this State of Michigan rule. The State of Michigan requires that individuals not cleared must be accompanied by someone with clearance.

BOY SCOUTS OF AMERICA®
MICHIGAN CROSSROADS COUNCIL

Request for Central Registry Clearance
Children's & Adult Foster Care Camp Staff/Volunteer

Instructions: **ALL fields must be completed for processing.** A clear copy of the employee's/volunteer's picture identification **MUST** be attached.

Complete the following information and submit request to:

Michigan Department of Licensing and Regulatory Affairs
Office of Children and Adult Licensing
P.O. Box 30664
Lansing, MI 48909
Toll Free: 866-685-0006 Fax: 517-284-9709

PRINT FULL NAME:
Date of Birth:
Social Security Number:
Maiden Name/AKA (Also Known As)/Other Names Used
Signature:

Licensing Rules for Children's and Adult Foster Care Camps R400.11109 (7) (f) states in part; A camp shall maintain a personnel record…….The record shall include "Documentation from the Michigan Department of Human Services, the equivalent state or Canadian provincial agency, or equivalent agency in the country where the person usually resides, that any staff person age 21 or over has not been determined to be a perpetrator of child abuse or child neglect."

Indicate below how you want to receive the results of the central registry clearance. The results will be mailed ONLY to the address on your attached picture identification or the camp's mailing address:

☐ Results mailed to the address on my attached picture identification.

Address:

_____

_____

_____

Phone: _____

The camp will ONLY receive response of NO central registry if the name being cleared has approved this request with their signature. The camp will not receive notification if the name submitted has any central registry history hits per CPL 722.627. This clearance does not identify individuals who may have child abuse/neglect history in other states, territories or tribal trust land. See www.michigan.gov/canregistryclearance for information on central registry clearance requests and how to contact the local DHS office.

The confidentiality of central registry information is protected by Sections 7 through 7j of the Michigan Child Protection Law (MCL 722-627-722-627). Anyone who violates this protection is guilty of a misdemeanor and is civilly liable for damages.