

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 Michigan Department of Licensing and Regulatory Affairs, Bureau of Community and Health Systems. 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. Be sure to select “Results mailed to the address on my attached picture identification.”
DO NOT SELECT TO HAVE RESULTS MAILED TO CAMP!
5. Mail the completed form along with a clear copy of your picture ID to the address listed at the top of the form.

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 delayed, please notify your Pack & Troop families of this State of Michigan rule.



BOY SCOUTS OF AMERICA®
MICHIGAN CROSSROADS COUNCIL

REQUEST FOR CENTRAL REGISTRY CLEARANCE

Camp Staff/Volunteer
21 years of age or older

Purpose: This request for central registry clearance form is submitted to the licensing unit to determine if a camp staff member/volunteer who is 21 years of age or older is not named in a central registry case as a perpetrator of child abuse or child neglect in the state of Michigan as required by MCL 722.119. The results will be sent back according to the authorizations identified in Section II: Results Instructions.

Instructions:

1. All fields completed by camp staff/volunteer (requestor) providing authorization.
2. All fields must be legible for processing.
3. Submit completed form by mail, fax, or email to:

LARA-BCHS
Adult Foster Care and Camps
P.O. Box 30664
Lansing, MI 48909
Fax: 517-284-9709

LARA-BCHSAFCCampclearance@michigan.gov

Section I: Camp Staff/Volunteer

NAME (Last, First, Middle):	
Alias or other names used:	
Date of birth:	Social Security Number:
I authorize the department to conduct a central registry clearance on me and send the result as requested below.	
Signature:	Date:

Section II: Result Instructions

The central registry clearance result letter will be sent by the department to the requestor or camp based on the instructions provided below by the requestor.

Check One:			
<input type="checkbox"/> Mail results to requestor or camp address listed below	<input type="checkbox"/> Email results to:		
Requestor Name or Camp Name:			
Address:	City:	State:	Zip:
Phone Number	Camp Contact Name, if applicable:		

Any Questions about the Michigan Central Registry Clearance for Camps may be directed to the Bureau of Community and Health Systems Licensing Unit at (866) 685-0006.

AUTHORITY: PA 116 of 1973 and PA 218 of 1979.