

Requests for Child Abuse/Neglect Central Registry (CA/NCR) Clearances

Michigan's central registry is mandated by the Child Protection Law and is a list of perpetrators of child abuse and neglect. The Adam Walsh Child Protection and Safety Act requires states to check any child abuse and neglect registry for information regarding any prospective foster and adoptive parent, other adults living in a prospective foster and adoptive parent's home, applications of day care aides and relative care providers, licensing applicants, or registration of child care organizations, etc. The following outlines how central registry clearances can be requested in Michigan.

Michigan Department of Human Services (DHS) will conduct clearances for any of the following:

- 1) Out of state law enforcement agencies conducting child abuse/neglect (CA/N) investigations.
- 2) Out of state child welfare agencies involved in a CA/N investigation.
- 3) Out of state agencies involved in licensing foster homes.
- 4) Out of state agencies for the purpose of adoption screening.
- 5) A police or other law enforcement agency investigating a report of known or suspected CA/N.
- 6) A physician who is treating a child whom the physician reasonably suspects may be abused or neglected.
- 7) A court that determines the information is necessary to decide an issue before the court.
- 8) Any individuals requesting information on themselves.

Requestors (1-7 above) must provide:

- 1) A written request on the requester's letterhead stating the reason for the request (e.g., foster home licensing).
- 2) Name and title of individual requesting the information.
- 3) Contact information (e.g., phone number where requester can be contacted).
- 4) Request must include the following information on individuals for which central registry clearance is being requested:
 - Name(s) of individuals.
 - Date of birth.
 - Social Security number (if known).
 - Address while a resident of Michigan (if known).

Requests should be sent to:

Michigan Department of Human Services
Children's Protection and Prevention Unit
Attn: Yuronda Glasscoe
P.O. Box 30037
235 South Grand Ave., Suite 510
Lansing, Michigan 48909
Phone: (517) 335-3704
Fax: (517) 241-7047

A (DHS-544) form letter will be sent within five (5) working days in response indicating whether or not the subject of the inquiry is on the central registry.

INDIVIDUALS REQUESTING INFORMATION ON THEMSELVES

Michigan residents: Individuals requesting a central registry clearance on themselves should complete the [Request for Central Registry Clearance](#) (DHS-194) form and contact the DHS office in their county ([county directory](#)).

Non-Michigan residents: Individuals requesting information on themselves who are not residents of Michigan should complete the [Request for Central Registry Clearance](#) (DHS-194) form, and mail or fax it to the address below.

Or they can make their request in writing. All requests must include:

- Name.
- Any previous names.
- Date of birth.
- Social Security number.
- Address while a resident of Michigan.
- Copy of drivers license with current address (results will only be mailed to the address on the drivers license).

Requests should be sent to:

Michigan Department of Human Services
Children's Protection and Prevention Unit
Attn: Yuronda Glasscoe
P.O. Box 30037
235 South Grand Ave., Suite 510
Lansing, Michigan 48909
Phone: (517) 335-3704
Fax: (517) 241-7047

A form letter (DHS-1910) will be sent within five (5) working days in response indicating whether or not the subject of the inquiry is on the central registry.

CONFIDENTIALITY OF CENTRAL REGISTRY INFORMATION

Central registry information is confidential; therefore, **by law, DHS cannot** provide this information to anyone other than those listed above for the reasons outlined. For example, we cannot provide Ohio State Police with a central registry clearance on a potential employee. That individual must request the information and the results must be sent to the individual only.