

Camp organizations are required to complete out of state Criminal History Checks and Child Abuse and Neglect Registry clearance reviews of employees and volunteers whose permanent address is not listed as Michigan. A valid driver's license or state identification document will be used to verify permanent address. **Staff and volunteers are equally considered employees without regard to compensation.**

Criminal History Checks and Child Abuse and Neglect Registry clearances are required by:

MCL 722.115d	Offer of employment to person at child care organization; criminal history check and criminal records check
	(1) Before a child care organization makes an offer of employment to a person or allows a person to regularly and continuously work under contract at the child care organization, the child care organization shall perform a criminal history check on that person using the department of state police's internet criminal history access tool (ICHAT) or equivalent check on that person from the state or province of residence.

MCL 722.119	Child care organization; documentation that individual not named in central registry
	(5) Staff members or unsupervised volunteers in children's camps or children's campsites who are 21 years of age or older may not have contact with a child who is in the care of a children's camp until the staff member or volunteer provides the children's camp with documentation from the department that he or she has not been named in a central registry case as the perpetrator of child abuse or child neglect.

How to Obtain Clearances from Other States

Criminal history checks and abuse and neglect registry clearances can be obtained from other states as outlined in the chart.

State	Criminal History Check	Child Abuse and Neglect Registry
Alabama	Go to http://background.alabama.gov/contact.htm or call (334) 353-1172.	Go to www.dhr.alabama.gov/services/Child_Protective_Services/CentralRegistryClearance.aspx or call (334) 242-9500.
Alaska	Go to www.dps.state.ak.us/statewide/background/ or call (907) 269-5640.	Go to http://dhss.alaska.gov/ocs/Pages/childprotection/default.aspx and go to the Clearance Form link.
Arizona	* Please see note at bottom of document. Arizona law prohibits the release of criminal history information for employment purposes.	** Please see note at bottom of document.

State	Criminal History Check	Child Abuse and Neglect Registry
Arkansas	Go to www.ark.org/criminal/index.php or call (501) 618-8500.	Complete the form at http://humanservices.arkansas.gov/dccece/licensing_docs/PRLU%20Child%20Maltreatment.pdf . For questions, call (501) 682-0405.
California	* Please see note at bottom of document. California law prohibits the release of criminal history info.	* Please see note at bottom of document. California law prohibits the release of child abuse and neglect registry info.
Colorado	Go to www.cbirecordscheck.com/Index.asp or call (303) 239-4300.	Go to www.colorado.gov/cs/Satellite/CDHS-ExecDir/CBON/1251610438070 and complete the Individual Inquiry form.
Connecticut	Go to http://www.ct.gov/despp/cwp/view.asp?a=4212&q=494530 or call (860) 685-8480.	Go to www.ct.gov/dcf/cwp/view.asp?a=2639&Q=378544 .
Delaware	Go to www.state.de.us/dsp/sbi.htm .	Complete the form at http://kids.delaware.gov/pdfs/CPR_Request_FormV2.pdf .
Florida	Go to https://web.fdle.state.fl.us/search/app/default .	* Please see note at bottom of document. Florida law prohibits the release of child abuse and neglect registry information for employment purposes. Individuals can obtain a clearances only if they believe they are on the child abuse and neglect registry. Email heather_richardson@dcf.state.fl.us .
Georgia	Go to www.ganet.org/gbi/crimhist.html or call (404) 244-2639.	* Please see note at bottom of document. Georgia law prohibits the release of child abuse and neglect registry info.
Hawaii	Go to https://ecrim.ehawaii.gov/ahewa/ .	Go to http://humanservices.hawaii.gov/ssd/backgroundcheck/ and complete the DHS Experimental Form.
Idaho	Go to http://isp.idaho.gov/BCI/index.html or call (208) 884-7130.	Go to www.healthandwelfare.idaho.gov/Portals/0/Children/AbuseNeglect/Requests%20for%20Child%20Protection%20Central%20Registry%20Checks.pdf .
Illinois	Go to www.isp.state.il.us/crimhistory/chri.cfm or call (815) 740-5216.	Complete the form at www.illinois.gov/dcfs/aboutus/notices/Documents/cfs_689_authorization_for_background_check_for_programs_not_licensed_by_dcfs_28fillable%29.pdf .
Indiana	Go to www.in.gov/dcs/2363.htm .	Go to http://www.in.gov/dcs/2363.htm .
Iowa	Go to www.dps.state.ia.us/DCI/supportoperations/crimhistory/obtain_records.shtml or call (515) 281-4776.	Complete the form at https://dhs.iowa.gov/sites/default/files/470-3301.pdf .
Kansas	Go to www.accesskansas.org/kbi/criminalhistory/ or call (785) 296-8200.	** Please see note at bottom of document.

State	Criminal History Check	Child Abuse and Neglect Registry
Kentucky	Go to http://kentuckystatepolice.org/background_check_forms.htm or call (502) 227-8713.	Fax a written request on the child care center's letterhead to (502) 564-9554. The request must state the a child abuse/neglect clearance check is being requested and must include the individual's name, social security number and date of birth.
Louisiana	Go to https://ibc.dps.louisiana.gov/ or call (225) 925-6095.	* Please see note at bottom of document. Louisiana law prohibits the release of child abuse and neglect registry info.
Maine	Go to www10.informe.org/PCR/ or call (207) 624-7240.	Email Amber Casey at amber.casey@maine.gov or call (207) 626-8626.
Maryland	Go to www.dpscs.state.md.us/publicservs/bgchecks.shtml or call (888) 795-0011.	Go to the form at http://www.dhr.state.md.us/blog/wp-content/uploads/2012/10/bgclear.pdf .
Massachusetts	Go to www.mass.gov/chsb/ or call (617) 660-4600.	Send: 1. A signed and notarized release from the individual to be checked. 2. Include the individual's first and last name, any maiden names or aliases, date of birth, social security number, Massachusetts address if known. 3. Indicate to whom the results are to be sent and the address. 4. The release, along with a pre-posted, pre-addressed return envelope, needs to be sent to: Department of Children and Families 600 Washington Street, 6th Floor Boston, MA 02111 ATTN: CORI Unit
Minnesota	Go to https://dps.mn.gov/divisions/bca/Pages/criminal-history-search.aspx .	** Please see note at bottom of document.
Mississippi	Go to www.dps.state.ms.us/resources/support-services/criminal-information-center/ or call (601) 933-2600.	Call (601) 359-4120 for the required form.
Missouri	Go to www.mshp.dps.missouri.gov or call (573) 751-3313.	** Please see note at bottom of document.
Montana	Go to https://doj.mt.gov/enforcement/background-checks/ or call (406) 444-3625.	Go to: www.dphhs.mt.gov/cfsd > Child Protective Service Background Checks (on left).
Nebraska	Go to www.nebraska.gov/apps-nsp-limited-criminal/ or call (402) 471-4545.	Email Sherri Haber at Sherri.Haber@nebraska.gov .
Nevada	* Please see note at bottom of document. Nevada law prohibits the release of criminal history information.	** Please see note at bottom of document.

State	Criminal History Check	Child Abuse and Neglect Registry
New Hampshire	Go to www.nh.gov/safety/divisions/nhsp/ssb/crimrecords/index.html or call (603) 271-2538.	Complete the form at www.nrcpfc.org/downloads/NH_CR_3rd_person_T2202A.pdf .
New Jersey	Go to http://www.njsp.org/ .	Complete the form at www.nrcpfc.org/downloads/NJ_Form.pdf . A copy of the Child Care Center Licensing Rule 400.8125(9) must be included.
New Mexico	Go to www.dps.nm.org/faq/record_request.htm or call (505) 827-9181.	* Please see note at bottom of document. New Mexico law prohibits the release of child abuse and neglect registry info.
New York	Go to http://criminaljustice.ny.gov/ojis/recordreview.htm or call (518) 485-7675.	Submit a written request on the child care center's letterhead to New York State Registrar, PO BOX 4480, Albany, NY 12204-0480. The request must state the a New York child abuse/neglect clearance check is being requested and must include the individual's name and date of birth. The names and dates of birth of any of their household members, if known, is helpful. A signed statement from the individual authorizing the center to obtain the clearance is required.
North Carolina	Go to www.123nc.com .	The required form can be found at http://info.dhhs.state.nc.us/olm/forms/dss/dss-5268-ia.pdf .
North Dakota	Go to www.ag.state.nd.us/bci/chr/index.html or call (701) 328-5500.	The required form can be found at www.nd.gov/eforms/Doc/sfn00433.pdf .
Ohio	If in Ohio, choose a vendor from the list at www.ohioattorneygeneral.gov/Services/Business/WebCheck/Webcheck-Community-Listing and contact the vendor for more information. If not in Ohio, contact BCI at (877) 224-0043 for the required fingerprint cards to be mailed to your address.	** Please see note at bottom of document.
Oklahoma	Go to www.ok.gov/osbi/Criminal_History/Frequently_Asked_Questions/ or call (405) 848-6724.	* Please see note at bottom of document. Oklahoma law prohibits the release of child abuse and neglect registry information.
Oregon	Go to www.oregon.gov/OSP/Pages/id/public_records.aspx or (503) 378-3070 ext. 230.	* Please see note at bottom of document. Oregon law prohibits the release of child abuse and neglect registry information.
Pennsylvania	Go to www.portal.state.pa.us/portal/server.pt?open=512&objID=4451&PageID=458521&mode=2 or call (717) 783-5593.	Download the Pennsylvania Child Abuse History Clearance Form (CY-113 UF) at www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm and follow the instructions.

State	Criminal History Check	Child Abuse and Neglect Registry
Rhode Island	Go to www.riag.ri.gov/bci/records.php or call (401) 274-4400.	Submit a written request on the child care center's letterhead to DCYF, 101 Friendship Street, Providence, RI 02903. The request must state that a child abuse/neglect clearance check is being requested and must include the reason for the request, the individual's name and date of birth. A signed statement from the individual authorizing the center to obtain the clearance is required. There is a \$10 fee for each clearance. Checks must be made out to "General Treasurer, State of Rhode Island." No personal checks.
South Carolina	Go to www.sled.state.sc.us/default.htm or call (803) 737-9000.	Complete the form at https://dss.sc.gov/content/library/forms/files/3072.pdf .
South Dakota	Go to http://dci.sd.gov/operations/identification.aspx or call (605) 773-3331.	Clearances are only done on an individual who believes he/she is on the child abuse and neglect registry. Requests can be submitted to Division of Child Protection Services, 700 Governors Drive, Pierre, SD 57501 and must include the individual's name and date of birth.
Tennessee	Go to www.tbi.state.tn.us/ or call (615) 744-4000.	Tennessee law prohibits the release of child abuse and neglect registry information for employment purposes.
Texas	Go to www.txdps.state.tx.us/administration/crime_records/pages/index.htm or call (512) 424-2000.	Go to Form 2970 at www.dfps.state.tx.us/site_map/forms.asp . For more information, call the Centralized Background Check Unit at 1-800-645-7549.
Utah	Go to http://publicsafety.utah.gov/bci/ or call (801) 965-4445.	The required form can be found at http://dcfs.utah.gov/forms/ in the Request a Background Screening section.
Vermont	Go to http://vcic.vermont.gov/record_checks and then click on Vermont Record Check, then My Own Records.	Go to http://dcf.vermont.gov/child_protection_registry .
Virginia	Go to www.vsp.state.va.us/FormsPublications.shtm#CriminalHistory >Criminal History/Background section > Criminal History/Sex Offender Name Search Forms (SP-167, SP-230, SP-266).	The required form can be found at www.dss.virginia.gov/files/division/licensing/background_index_childrens_facilities/founded_cps_complaints/032-02-0151-12-eng.pdf .
Washington	Go to https://fortress.wa.gov/wsp/watch/ or call (360) 705-5100.	Fax a written request on the child care center's letterhead to (206) 341-7930, Attn: CAN History Check Unit. The request must state the a child abuse/neglect clearance check is being requested and must include the individual's name and date of birth. A signed statement from the individual authorizing the center to obtain the clearance is required.

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EMPLOYEES AND VOLUNTEERS**

State	Criminal History Check	Child Abuse and Neglect Registry
Washington DC	Go to http://mpdc.dc.gov/page/police-clearances-arrest-and-criminal-history-section or call (202) 727-1000.	Complete the form at http://cfsa.dc.gov/sites/default/files/dc/sites/cfsa/publication/attachments/CPR%2520Request%2520General%2520Application.pdf .
West Virginia	Go to www.wvsp.gov/Criminal%20Records/Pages/default.aspx or call (304) 746-2170.	Complete the Form - BCF-PSRC 6/2005 at www.wvdhhr.org/bcf/provider_resources/ .
Wisconsin	Go to www.doj.state.wi.us/dles/cib/crimback.asp or call (608) 266-5764.	Email a written request to CWBckgrdRequests@wisconsin.gov . The written request must be the child care center's letterhead. The request must state that a child abuse/neglect clearance check is being requested for employment purposes and the individual's name (including middle initial), date of birth and social security number. A signed statement from the individual authorizing the center to obtain the clearance is required. The request must include the fax number or email address where results should be sent.
Wyoming	Go to http://attorneygeneral.state.wy.us/dci/chc.html or call (307) 777-7181.	Go to https://sites.google.com/a/wyo.gov/dfsweb/central-registry .
<p>* Individuals that have permanent residency in a State that does not allow the dissemination of criminal history checks and/or abuse and neglect registries must complete the <i>Self-Certification Statement Out-of-State Clearances -BCHS-002</i> located at Michigan.gov/laracamps, Forms area.</p> <p>** During camp season please email your assigned camp consultant for the form you are seeking. During the months of October through April, when camp is not typically in session, please contact Steve Seager for the form you are seeking; SeagerS1@michigan.gov.</p>		

If you find inaccurate or outdated information in this table, contact Colleen Nelson at nelsonc7@michigan.gov.