

HOW TO OBTAIN CLEARANCES FOR OTHER STATES EMPLOYEES AND VOLUNTEERS

Camp organizations are required to complete background (MCL 722.115d) and central registry child abuse/neglect (MCL 722.119) clearances for prospective staff members whose permanent address is not listed as Michigan. A valid driver's license or state identification document will be used to verify permanent address. Employees and volunteers, without regard to compensation, are held to the same background and central registry clearance standard.

Criminal history background check and abuse/neglect registry clearance can be obtained from other states as outlined in the chart below. Please note that R 400.11109(7) requires record of any criminal convictions and documentation that the individual has not been determined to be a perpetrator of child abuse or child neglect in an employee/volunteer personnel record.

As an additional resource, sex offender registry(s)(SOR) and similar resources have also been included. A check of SOR is **not a substitute** for checking the Child Abuse and Neglect Registry of the employee/volunteer's state of residence. The use of the Dru Sjodin National Sex Offender Public Website (NSOPW) is a useful tool to assist camps, however, using a State's Individual SOR does yield the most accurate results.

The information below is a resource without guarantee for complete accuracy. Links can change without notice. Please contact the department if information is outdated by emailing: LARA-AFCCampsBCHS@michigan.gov.

State	Criminal History Background Check	Child Abuse/Neglect Registry Clearance	Sex Offender Registry (not a licensing requirement)
Alabama	Alabama Background Check Alabama Law Enforcement Agency (alea.gov) Or call (866) 740-4762.	Central Registry Clearance – Alabama Department of Human Resources Or call (334) 242-9500.	Alabama Law Enforcement Agency-Contact (sheriffalerts.com) Or call: 334-676-7250.
Alaska	AgencyInfo - Background - Records and Information - Alaska Department of Public Safety Or call (907) 269-5511.	Adam Walsh Child Protection and Safety Act of 2006 (alaska.gov) Or call (907) 465-3548.	https://sor.dps.alaska.gov/Registry/Search Or call (907) 269-0396.

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Arizona	<p>Arizona law allows <i>non-profits</i> (only) to obtain criminal history checks through a lengthy process. It is advised to call to get more information. Use of a national vendor of criminal history/background checks will be more appropriate for most camps.</p> <p>Criminal History Records Arizona Department of Public Safety (azdps.gov)</p> <p>Or call: (602) 223-2488.</p>	<p>The DCS-1083A form can be obtained by going to: DCS Forms Arizona Department of Child Safety (az.gov).</p> <p>When filling out the form, the following information can be omitted:</p> <ul style="list-style-type: none"> no "fingerprint clearance card or application NO." is needed and can be crossed out. no "solicitation no. contract/extension no. or tracking no" is needed and can be crossed out. 	<p>Arizona Department of Public Safety OffenderWatch® sex offender management, mapping and email alert program (icrimewatch.net)</p>
Arkansas	<p>Online Criminal Background Check System (ark.org)</p> <p>Or call (501) 618-8500.</p>	<p>Complete the form at: Arkansas Central Registry Form</p> <p>Then call: (501) 682-0405 to receive additional required documents.</p>	<p>Arkansas Department of Public Safety</p>
California	<p>BCIA 8705 - Application to Obtain Copy of State Summary Criminal History</p>	<p>BCIA 4056 Child Abuse Central Index Self Inquiry Request (ca.gov)</p>	<p>California Megans Law</p>
Colorado	<p>www.cbirecordscheck.com/Index.asp</p> <p>Or call (303) 239-4300.</p>	<p>BackgroundChecks IndividualInquiryForm (9).pdf - Google Drive</p>	<p>CBI: Sex Offender Registry (colorado.gov)</p>
Connecticut	<p>STATE OF CONNECTICUT</p>	<p>The camp operator must email (BGC.Verification@ct.gov) requesting a token code. Please include camp/agency name and an email address where</p>	<p>Connecticut Sex Offender Registry Unit- Contact (sheriffalerts.com)</p>

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		<p>results can be sent. The portal only allows one email address per token code/agency. If more than one person in your agency will require access to the results, a shared email for those employees who will need access is best. Once we receive the email address, a token code will sent, a training video and link to the portal to the email provided.</p>	
Delaware	Obtaining a Certified Delaware Criminal History - Delaware State Police - State of Delaware	Child Protective Registry Form 2-19-2016.pdf (doe.k12.de.us)	Sex Offender Registry - State Bureau of Identification - Delaware State Police
District of Columbia	Police Clearances (Arrest and Criminal History Section) mpdc	GOVERNMENT OF THE DISTRICT OF COLUMBIA (dc.gov)	SexOffender (dc.gov)
Florida	FDLE Criminal History Information on the Internet: Home Page (state.fl.us)	<p>INFORMATION FORM (myflfamilies.com)</p> <p>Check "other" for reason for record search. For questions call: (813) 337-5798</p>	FDLE - Sexual Offender and Predator System (state.fl.us)
Georgia	Georgia Felony Search	<p>Go to: https://ionsrequestportal.dhs.ga.gov/General</p> <p>Then, go to the Instructions tab and follow them precisely including all pop-ups. There is NO FORM, rather the submission is made on company letterhead. You are registering as an Out-of-State Child Care agency. Any questions should be directly referred to: Ami Perryman at</p>	Georgia Sex Offender Registry (ga.gov)

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		(706) 994-9104.	
Hawaii	eCrim Hawaii's Adult Criminal Information (ehawaii.gov)	Microsoft Word - Protective Service Central Registry Consent 4-14 (hawaii.gov)	HCJDC Covered Offender Search (ehawaii.gov)
Idaho	FPRequest.pdf (idaho.gov)	Form - Idaho Child Protection Registry Request	Idaho State Police
Illinois	State of Illinois Digital ID Login	CFS 689 Authorization for Background Check for Programs NO... (state.il.us) Form must be submitted by email or fax.	Sex Offender Registry (illinois.gov)
Indiana	Case Search - MyCase (in.gov)	CPI/CPS Request (in.gov) Only the employee may make the request.	Indiana Sex and Violent Offender Registry (icrimewatch.net)
Iowa	Criminal History Record Check Information Iowa Department of Public Safety	470-3301 Authorization for Release of Child and Dependent Adult Abuse Information (iowa.gov)	Home - Iowa Sex Offender Registry
Kansas	Criminal History Record Search (kansas.gov)	Child Abuse and Neglect Central Registry Release of Information (ks.gov)	Public Offender Registry (ks.gov)
Kentucky	Microsoft Word - form - employment-license rev.doc (kentuckystatepolice.org)	DPP-156 Central Registry Check (ky.gov) Choose other and list MCL 722.119.	Home Page - Kentucky Sex Offender Registry (state.ky.us)
Louisiana	CCH - Welcome (louisiana.gov)	Login to CANS (la.gov)	CCH - Welcome (louisiana.gov)

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Maine	Maine Criminal History Record & Juvenile Crime Information Request	Child Abuse Registry Background Check Request (maine.gov)	Maine Sex Offender Registry (informe.org)
Maryland	MD Department of Public Safety and Correctional Services (maryland.gov)	1279A Background Clearance Form.pdf (maryland.gov)	MD Department of Public Safety and Correctional Services (maryland.gov)
Massachusetts	Request CORI as an organization Mass.gov	Microsoft Word - Adam Walsh Form (rev 02.24.2020).doc (mass.gov)	https://sorb.chs.state.ma.us/sorbpublish/recaptcharEntry.action?_p=52NKe1fjeiDNxABtISO4J0-Q9Jhnn-GCPtgS7bCH0I5DZIZj9TgcBm5UYKGfjjhBJ5EsW6UAYWZe2szxxWcnoZaRyVdBJnI392rW2o-uDZY
Minnesota	Search Criminal History Offender (state.mn.us)	Consent for release of information from Minnesota state wide database of substantiated abuse / neglect	Public Registrant Search Criteria (state.mn.us)
Mississippi	MISSISSIPPI DEPARTMENT OF PUBLIC SAFETY (ms.gov)	DocuSign Or call (601) 359-4198 for the required form.	Public Sex Offender Registry (ms.gov)
Missouri	MACHS: Missouri Automated Criminal History Site (mo.gov)	821-0353 (11-18) REQUEST FOR CHILD ABUSE OR NEGLECT / CRIMINAL RECORD (missouri.gov)	Search Missouri Sex Offender Registry
Montana	Criminal History Online Public Record Search - Montana Department of Justice (egovmt.com)	CPS Release of Information (mt.gov) Form gets emailed to: ChildFamilyServicesDiv@mt.gov	https://app.doj.mt.gov/apps/svow/search/
Nebraska	Nebraska State Patrol - Limited Criminal History Searches	Home Page - DHHS CFS (nebraska.gov)	Nebraska Sex Offender Registry

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STATE OF MICHIGAN
DEPT. OF LICENSING & REGULATORY AFFAIRS

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Nevada	0000RCCD-006-082019rev DPS-006 Request for Nevada Criminal History(19 Aug 19).pdf (nv.gov)	1606A Employer Request for Central Registry Search (nv.gov)	Public Sex Offender Registry (nvsexoffenders.gov)
New Hampshire	KM 364e-20170512095907 (nh.gov)	office of admin svcs letterhead (nh.gov)	Criminal Offenders, Division of State Police, NH DOS
New Jersey	New Jersey Criminal History Records Information New Jersey State Police (njsp.org)	CARI (njportal.com) Citation under Michigan Licensing Rules for Children's Camp: R 400.11109(7)(f) will be used to qualify for this service.	New Jersey State Police OffenderWatch® sex offender management, mapping and email alert program (sheriffalerts.com)
New Mexico	Microsoft Word - Updated Authorization Form 2011 English.doc (nm.gov)	NM Abuse and Neglect Check Form.pdf (cyfd.org)	New Mexico Department of Public Safety- Contact (sheriffalerts.com)
New York	Request-for-CHRI-Access-Form.pdf (ny.gov)	** New York Central Registry form is at the end of this document.	Search The Official New York State Sex Offender Registry - NY DCJS
North Carolina	Instant Access to Criminal Records (123nc.com)	Interstate Request 01-2022.pdf (ncdhhs.gov)	search (ncsbi.gov)
North Dakota	CHR-NonCJ-Request-SFN50744.pdf (nd.gov)	sfn-433-child-abuse-neglect-bkg-inquiry.pdf (nd.gov)	North Dakota Sex Offender Web Site

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Ohio	<p>If staff member being checked is living in Ohio, choose a vendor at: Background Check - Ohio Attorney General Dave Yost And contact the vendor for additional information.</p> <p>If not in Ohio, contact BCI at (877) 224-0043 for the required fingerprint cards to be mailed to your address.</p>	OSAPS-UserGuide-OutofState.stm (ohio.gov)	Ohio Attorney General's Office OffenderWatch® sex offender management, mapping and email alert program (communitynotification.com)
Oklahoma	Home Page (ok.gov)	Restricted Registry — Joshua's List — Oklahoma Department of Human Services (okdhs.org)	P1 Disclaimer (ok.gov)
Oregon	REQUEST FOR OREGON CRIMINAL HISTORY INFORMATION	Oregon Central Registry	- Oregon State Police
Pennsylvania	PA State Police Criminal Background Check	Pennsylvania Child Welfare Information Solution (state.pa.us)	Terms And Conditions - Megan's Law Public Website (state.pa.us)
Rhode Island	Background Checks Rhode Island Attorney General's Office (ri.gov)	confidentialrequests-form-2018.pdf (ri.gov)	Rhode Island Sex Offender Registry OffenderWatch® sex offender management, mapping and email alert program (sheriffalerts.com)
South Carolina	South Carolina Law Enforcement Division (sc.gov)	DSS Form 3072 (AUG 13) Layout 1 (sc.gov)	South Carolina Law Enforcement Division (sc.gov)

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South Dakota	South Dakota Attorney General (sd.gov)	Permission to Screen for Reports of Abuse and Neglect form.pdf (sd.gov)	https://sor.sd.gov
Tennessee	Background Checks (tn.gov)	Child Protective Services History Check (tn.gov)	Sex Offender Registry (tn.gov)
Texas	TEXAS DEPARTMENT OF PUBLIC SAFETY	F-500-2970.pdf	Public Sex Offender Registry Search - Texas Public Sex Offender Registry
Utah	Utah Criminal Records Forms DPS – Criminal Identification (BCI)	CHILD-ABUSE-CHECK-CONSENT-FORM.pdf (utah.gov)	Utah Department of Corrections Sex and Kidnap Offender Registry- Contact (communitynotification.com)
Vermont	Vermont Crime Information Center's Record Service	INQUIRY INTO CHILD PROTECTION REGISTRY STATUS (vermont.gov)	Vermont Crime Information Center- Contact (sheriffalerts.com)
Virginia	Civil and Applicant Records Exchange (CARE) - Virginia State Police	032-02-0151-12-eng.pdf (virginia.gov)	Virginia State Police
Washington	WATCH Overview - Washington State Patrol	Child Abuse and Neglect (CAN) History Checks Washington State Department of Children, Youth, and Families	Washington Assn of Sheriffs & Police Chiefs- Contact (sheriffalerts.com)
West Virginia	Criminal Records (wvsp.gov)	AUTHORIZATIONRELEASERECORD CHECK.pdf (wv.gov)	State Police Sex Offender Registry - Disclaimer (wv.gov)

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Wisconsin	Welcome to WORCS - DOJ WORCS (wi.gov)	Request for Child Protective Services Background Check for Certain Purposes Wisconsin Department of Children and Families The information must be sent to your Camp Licensing Consultant (CLC) via email who will then confidentially forward on to you. Please alert your CLC to expect the email.	SORT :: home (wi.gov)
Wyoming	Background Check Instructions Revised 12-2014.pdf - Google Drive	SS-26 AGENT.pdf - Google Drive	Wyoming Division of Criminal Investigation- Contact (sheriffalerts.com)
<u>United States Territories</u>			
Puerto Rico	The camp must first register to obtain access to the background check database. The registration information is here: - Records (salud.gov.pr) Then, you will be able to login: Login (salud.gov.pr)	Public Sex Offender Registry (pr.gov)	Verification (nsopw.gov)

Documents not available Online

**AUTHORIZATION FOR REQUEST FOR INFORMATION ON
HISTORY OF CHILD ABUSE & NEGLECT IN NYS
FOR USE BY PROSPECTIVE CHILD CARE PROVIDERS
CURRENTLY LIVING OUTSIDE NEW YORK STATE.**

Form should be typed or use Black Ink Only

Any person applying to be a child care provider who has lived in New York State in the last five years must fill out the attached Child Care and Development Block Grant Act of 2014 Authorization form. This is to determine if the applicant was the subject (i.e., perpetrator) of an indicated report of child abuse or maltreatment on file with New York Statewide Central Register of Child Abuse and Maltreatment (SCR).

Any person who is the named subject in an indicated report of child abuse and maltreatment (a report substantiated by at least some credible evidence) has a legal right to access that record under Section 422(4)(A)(d) of the SSL. In order to access any such records in the possession of the SCR, the applicant should complete the enclosed form. By completing the enclosed form, the applicant is agreeing to release such records to the agency listed on the second line of the form.

Return the completed and notarized form to: **DO NOT FAX THIS FORM**

Form should be typed or use Black Ink Only

**NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
STATEWIDE CENTRAL REGISTER
P.O. BOX 4480
ALBANY, NEW YORK 12204-0480**

Please note there is no fee for this service.

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I, _____, hereby authorize the release to the following Agency or his/her
designee _____

(Agency)

of _____
(Mailing Address for Agency)

(Agency Phone Number & Email Address)

by the New York Statewide Central Register of Child Abuse and Maltreatment (SCR) of ***all information*** contained within the SCR regarding ***indicated*** reports in which I am a subject of the report, to the extent permitted by section 422(4)(A) of the Social Services Law, in relation to my request to be approved as a prospective child care provider.

Following is information about me, my children and other persons residing in my current household, as well as at my previous New York State addresses. This information is necessary to enable the SCR to conduct a thorough search of its records. I understand that the listing of these persons will not result in the release of information regarding any reports involving them in which I was not a subject of the report.

Please note that everyone who is subject to this background/history search must fill out a separate form. Use additional pages as necessary. Applicants must provide their current address and any New York State address where they have resided.

I. Prospective Child Care Provider

LAST NAME	FIRST NAME	MI	SEX M / F	DOB (mm/dd/yyyy)
MAIDEN NAME/ALIAS				
CURRENT STREET ADDRESS:	CITY	STATE	ZIP	FROM / TO
PREVIOUS ADDRESS	CITY	STATE	ZIP	FROM / TO
PREVIOUS ADDRESS	CITY	STATE	ZIP	FROM / TO
PREVIOUS ADDRESS	CITY	STATE	ZIP	FROM / TO
PREVIOUS ADDRESS	CITY	STATE	ZIP	FROM / TO

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PREVIOUS ADDRESS	CITY	STATE	ZIP	FROM / TO
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II. Spouse, Children and Other Household Members of the Applicant

LAST NAME AND MAIDEN/ALIAS	FIRST NAME	MI	SEX M F	DOB (mm/dd/yyyy)
LAST NAME AND MAIDEN/ALIAS	FIRST NAME	MI	SEX M F	DOB
LAST NAME AND MAIDEN/ALIAS	FIRST NAME	MI	SEX M F	DOB
LAST NAME AND MAIDEN/ALIAS	FIRST NAME	MI	SEX M F	DOB
LAST NAME AND MAIDEN/ALIAS	FIRST NAME	MI	SEX M F	DOB
LAST NAME AND MAIDEN/ALIAS	FIRST NAME	MI	SEX M F	DOB
LAST NAME AND MAIDEN/ALIAS	FIRST NAME	MI	SEX M F	DOB
LAST NAME AND MAIDEN/ALIAS	FIRST NAME	MI	SEX M F	DOB

SIGNATURE OF APPLICANT

On this _____ day of _____, 20____, before me personally came _____ to me known and known as the same person described in and who executed the within statement, and he/she duly acknowledged to me that he/she executed the same.

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Notary

¹ An indicated report is a report of child abuse and maltreatment supported by at least some credible evidence at the conclusion of an investigation.
