

# Central Registry Clearance FAQ

## What is the Central Registry?

Michigan's Central Registry is a list of people who committed child abuse or neglect; as mandated by The Child Protection Law. The Adam Walsh Child Protection and Safety Act requires states to check any child abuse and neglect registry on any prospective foster and adoptive parent and other adults living in a prospective foster and adoptive parent's home. Michigan Child Protection Law (MCL 722.625 & 722.627-722.627j for release of information) also allows specific entities and individuals to obtain Children's Protective Services (CPS) case record information, including Central Registry information. The sections below outline how Central Registry clearances can be requested in Michigan.

Central Registry information is confidential; therefore, by law, DHS cannot provide this information to anyone other than those listed in the Child Protection Law (MCL 722.627-722.627j). In addition, any information released under the Adam Walsh Child Protection and Safety Act must not be used for any other purpose.

## Obtaining a Central Registry Clearance

- Fill out the request form (**we can provide you with one**);
- Bring your Driver's License or your State I.D.;

### Location Options:

- We are fortunate to have a relationship with the **Western Wayne–Children Family Services (CFS) located at 25350 Ecorse Rd, Taylor MI 48180**. If you let them know you need the letter **as soon as possible, and they are not too busy**, they can process it while you wait (do not be afraid to ask!);
  - If they **cannot** process your form while you wait; **make sure you have the form sent to yourself (that way you know it went through)**;
- OR you can turn it in to a local DHS office- To find a location close to you go to: [http://www.michigan.gov/dhs/0,4562,7-124-7119\\_50648\\_48330-180331-,00.html](http://www.michigan.gov/dhs/0,4562,7-124-7119_50648_48330-180331-,00.html)
  - Some locations are able to do it while you wait and some are not—**keep in mind it can take up to 10 days to receive your clearance letter in the mail**
- OR you have the option to mail or fax your form; include a copy of your Driver's License or State I.D., to: Michigan Department of Human Services, Children's Protective Services Program (PO Box 30037, Lansing, MI 48909); Fax: (517) 241-7047, Phone: (517) 335-3704.
  - **Keep in mind: a response will be sent within ten (10) working days**
- Once you receive your letter, please send it (or a copy) to the Volunteer Services Coordinator. You can fax it to 734-287-1137, or you may drop it off to 13333 Allen Road, Building 1 in Southgate at the receptionist desk.

**Questions? Please contact the Volunteer Services Coordinator at 734-785-7705 X 7066**