

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 Department of Human Services of Michigan (DHS). 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. Mail the completed form along with a clear copy of your picture ID to the address listed at the top of the form – DO NOT mail to camp!

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 turned away or delayed, please notify your Pack & Troop families of this State of Michigan rule. The State of Michigan requires that individuals not cleared must be accompanied by someone with clearance.



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