

**CENTRAL REGISTRY CLEARANCE REQUEST**  
Michigan Department of Health and Human Services

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**SECTION 1 INFORMATION ON PERSON BEING CLEARED**

|   |   |       |               |
|---|---|-------|---------------|
| Name, (First, Middle, Last)   | Signature Required for Individual Being Cleared |       | Date          |
| Also Known as Name (AKA)  | Social Security Number                          |       | Date of Birth |
| Address   | City  | State | Zip Code      |
| Phone Number  | Email   |       |               |
| <input type="checkbox"/> I am completing this for myself. <input type="checkbox"/> I would like to pick up my results _____ County (For Michigan Residents Only). |   |       |               |

**SECTION 2 REQUESTER INFORMATION**

|   |   |  |   |
|---|---|--|---|
| Please Check Appropriate Box  |   |  |   |
| <input type="checkbox"/> Employer                                     | <input type="checkbox"/> Volunteer Agency | <input type="checkbox"/> Adoption/Foster Care Home Screening | <input type="checkbox"/> Court/Law-Enforcement/Department of Corrections/Prosecuting Attorney |
| <input checked="" type="checkbox"/> Other <u>School Volunteer</u>     |   |  |   |
| Name of Agency or Organization<br><b>First Presbyterian Preschool</b> |   |  |   |
| Name of Requester<br><b>Jodi Ozimek</b>                               |   |  |   |
| Address<br><b>659 State Street</b>                                    | City<br><b>Holland</b>                    | State<br><b>MI</b>   | Zip Code<br><b>49423</b>  |
| Email<br><b>firstpresbpreschool@gmail.com</b>                         | Fax                                       | Phone Number<br><b>616-392-9022</b>                          |   |

**Employers/Volunteer Agencies** will ONLY receive responses of NO central registry if the person being cleared has approved this request with their signature. Employers/volunteer agencies will NOT receive notification if the name submitted has any central registry hits per CPL 722.627. For questions about completing this form, please contact the local Michigan Department of Health and Human Services, see attached contact list.

This clearance does not identify individuals who may have child abuse/neglect history in other states, territories or tribal trust land.

The confidentiality of central registry information is protected by Sections 7 through 7j of the Michigan Child Protection Law (MCL 722.627-722.627j). Anyone who violates this protection is guilty of a misdemeanor and is civilly liable for damages.

The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, genetic information, sex, sexual orientation, gender identity or expression, political beliefs or disability.

Michigan Department of Health and Human Services (MDHHS)  
Instructions for filling out the DHS-1929 form

Michigan residents requesting clearance on themselves (You must possess a Michigan identification)

Complete section one and sign the form in the box provided. Include a copy of your Michigan picture identification (driver's license or passport are most acceptable). Please NOTE, the results will only be sent to the address on your picture identification. Submit your DHS-1929 form with identification to MDHHS for processing. See the attached list for MDHHS county office locations and contact numbers.

Michigan agencies, schools, preschool, daycare providers, employers and volunteer agencies

The person being cleared completes section one, signs the form and adds a copy of their picture identification (driver's license or passport are most acceptable). The requester completes section two with name of agency, name of requester, address, phone, email and fax number. Submit the DHS-1929 with identification to MDHHS for processing. See the attached list for MDHHS county office locations and contact numbers.

Individuals outside of Michigan

For out of state Individuals requesting clearance on themselves, complete section one and sign the form. Include a copy of your state picture identification (driver's license or passport are most acceptable). Please NOTE, the results will only be sent to the address on your picture identification. Submit your request to: Michigan Department of Health and Human Services fax 517-763-0280. If you have questions on outstate CR please contact 517-373-6028.

Agencies, schools, preschool, daycare providers, employers and volunteer agencies outside of Michigan

For out of state agencies, the person being cleared completes section one, signs the form and adds a copy of their state picture identification (driver's license or passport are most acceptable). The requester completes section two with name of agency, name of requester, address, phone, email and fax number. Submit your request to: Michigan Department of Health and Human Services fax 517-763-0280. If you have questions on outstate CR please contact 517-373-6028.

Out-of-State Adoption and Foster Home Screening

Please access our website at [www.michigan.gov/MDHHS](http://www.michigan.gov/MDHHS) and follow the instructions for submitting an outstate request for adoption and foster home screening.

Michigan Camp Volunteers and Employees (All Types)

Please contact the Department of Licensing and Regulatory Affairs, Bureau of Community Health Systems at 866-685-0006 or [www.michigan.gov/lara](http://www.michigan.gov/lara)  
Submit completed form BCHS-camp 001 (Rev 1-16) to the address on the form.

All other entities including outstate government agencies requesting information, please access our website at [www.michigan.gov/MDHHS](http://www.michigan.gov/MDHHS) follow the links to child abuse and neglect or call 517-373-6028.

If a person is listed on central registry the results will only be sent to the individual at the address on their photo identification.

| <b>County</b>  | <b>Address</b>   | <b>Phone</b> | <b>Fax</b>   |
|----------------|--|--------------|--------------|
| Alcona         | 2145 E. Huron Rd., East Tawas, MI 48730                  | 989-362-0300 | 989-362-6629 |
| Alger          | 413 Maple St., Munising, MI 49862                        | 906-387-4440 | 906-387-4710 |
| Allegan        | 3255 122nd., Ste. 300 Allegan, MI 49010                  | 269-673-7700 | 269-673-7795 |
| Alpena         | 711 W. Chisholm St., Alpena, MI 49707                    | 989-354-7200 | 989-354-7242 |
| Antrim         | 203 E. Cayuga St., PO Box 316, Bellaire, MI 49615        | 231-533-8664 | 231-533-8740 |
| Arenac         | 3709 Deep River Rd., Standish, MI 48658                  | 989-846-5500 | 989-846-4365 |
| Baraga         | 108 Main St., PO Box 10, Baraga, MI 49908                | 906-353-4700 | 906-353-8415 |
| Barry          | 430 Barfield Dr., Hastings, MI 49058                     | 269-948-3200 | 269-948-4101 |
| Bay            | 1399 W. Center Rd., Essexville, MI 48732                 | 989-895-2100 | 989-895-2494 |
| Benzie         | 448 Court Plaza Govt. Ctr., PO Box 114, Beulah, MI 49617 | 231-882-1330 | 231-882-9078 |
| Berrien        | 401 Eighth St., PO Box 1407, Benton Harbor, MI 49023     | 269-934-2000 | 269-934-2115 |
| Branch         | 388 Keith Wilhelm Dr., Coldwater, MI 49036               | 517-279-4200 | 517-278-5346 |
| Calhoun        | 190 E. Michigan Ave., PO Box 490, Battle Creek, MI 49016 | 269-966-1284 | 269-966-2837 |
| Cass           | 325 M-62, Cassopolis, MI 49031                           | 269-445-0200 | 269-445-0298 |
| Charlevoix     | 2229 Summit Park Dr., Petoskey, MI 49770                 | 231-348-1600 | 231-347-6211 |
| Cheboygan      | 827 S. Huron St., Cheboygan, MI 49721                    | 231-627-8500 | 231-627-8546 |
| Chippewa       | 463 East 3 Mile Rd., Sault Ste. Marie, MI 49783          | 906-635-4100 | 906-635-4173 |
| Clare          | 725 Richard Dr., Harrison, MI 48625                      | 989-539-4260 | 989-539-4200 |
| Clinton        | 105 W. Tolles Rd., St. Johns, MI 48879                   | 989-224-5500 | 989-224-3896 |
| Crawford       | 230 Huron Grayling, MI 49738                             | 989-348-7691 | 989-348-2838 |
| Delta          | 305 Ludington St., Escanaba, MI 49829                    | 906-786-5394 | 906-786-5350 |
| Dickinson      | 1401 Carpenter Ave. Ste. A, Iron Mountain, MI 49801      | 906-779-4100 | 906-774-2775 |
| Eaton          | 1050 Independence Blvd., Charlotte, MI 48813             | 517-543-0860 | 517-543-2125 |
| Emmet          | 2229 Summit Park Dr., Petoskey, MI 49770                 | 231-348-1600 | 231-347-6211 |
| Genesee        | 125 E. Union St., PO Box 1628, Flint, MI 48501           | 810-760-2550 | 810-760-2745 |
| Gladwin        | 675 E. Cedar Ave., Gladwin, MI 48624                     | 989-426-3300 | 989-426-3353 |
| Gogebic        | 301 E. Lead St., Bessemer, MI 49911                      | 906-663-6200 | 906-663-6230 |
| Grand Traverse | 701 S. Elmwood Ste.19, Traverse City, MI 49684           | 231-941-3900 | 231-941-0037 |
| Gratiot        | 201 Commerce Dr., Ithaca, MI 48847                       | 989-875-5181 | 989-875-2811 |
| Hillsdale      | 40 Care Dr., Hillsdale, MI 49242                         | 517-439-2200 | 517-439-2272 |
| Houghton       | 47420 State Hwy. M-26 Ste. 62, Houghton, MI 49931        | 906-482-0500 | 906-487-7726 |
| Huron          | 1911 Sand Beach Rd., Bad Axe, MI 48413                   | 989-269-9201 | 989-269-9875 |
| Ingham         | 5303 S. Cedar St., Lansing, MI 48911                     | 517-887-9400 | 517-887-9500 |
| Ionia          | 920 E. Lincoln, Ionia, MI 48846                          | 616-527-5200 | 616-527-1849 |
| Iosco          | 2145 E. Huron Rd., East Tawas, MI 48730                  | 989-362-0300 | 989-362-6629 |
| Iron           | 337 Brady Ave., PO Box 250, Caspian, MI 49915            | 906-265-9958 | 906-265-6390 |
| Isabella       | 1919 Parkland Dr., Mt. Pleasant, MI 48858                | 989-772-8400 | 989-772-8460 |
| Jackson        | 301 E. Louis Glick Hwy., Jackson, MI 49201               | 517-780-7400 | 517-780-7160 |
| Kalamazoo      | 322 E. Stockbridge Ave., Kalamazoo, MI 49001             | 269-337-4900 | 269-337-5179 |
| Kalkaska       | 503 North Birch St., Kalkaska, MI 49646                  | 231-258-1200 | 231-258-4482 |
| Kent           | 121 Franklin St. S.E. Ste. 200, Grand Rapids, MI 49507   | 616-248-1000 | 616-248-1059 |
| Keweenaw       | 3616 Highway US-41, PO Box 351, Mohawk, MI 49950         | 906-337-3302 | 906-337-1131 |
| Lake           | 5653 S. M-37, Baldwin, MI 49304                          | 231-745-8159 | 231-745-2930 |
| Lapeer         | 1505 Suncrest Dr., Lapeer, MI 48446                      | 810-667-0800 | 810-667-0795 |
| Leelanau       | 701 S. Elmwood Ste. 19, Traverse City, MI 49684          | 231-941-3900 | 231-941-0037 |
| Lenawee        | 1040 S. Winter St. Ste. 3013, Adrian, MI 49221           | 517-264-6300 | 517-264-6357 |
| Livingston     | 2300 E. Grand River Ste. 1, Howell, MI 48843             | 517-548-0200 | 517-548-0298 |
| Luce           | 500 W. McMillan, Newberry, MI 49868                      | 906-293-5144 | 906-293-3857 |
| Mackinac       | 199 Ferry Lane, Saint Ignace, MI 49781                   | 906-643-9550 | 906-643-7467 |
| Macomb         | 21885 Dunham Rd. Ste. 7, Clinton Township, MI 48036      | 586-469-7700 | 586-783-8136 |
| Macomb         | 27690 Van Dyke Ave., Warren, MI 48093                    | 586-427-0600 | 586-427-0668 |

|              |  |              |              |
|--------------|--|--------------|--------------|
| Macomb       | 41227 Mound Rd. Ste. A, Sterling Heights, MI 48314                                       | 586-254-1500 | 586-254-8029 |
| Macomb       | 19700 Hall Rd. Ste. A, Clinton Township, MI 48038  | 586-412-6100 | 586-412-6141 |
| Manistee     | 1672 US 31 South, Manistee, MI 49660   | 231-723-8375 | 231-398-2106 |
| Marquette    | Courthouse Annex, 234 W. Baraga Ave., Marquette, MI 49855                                | 906-228-9691 | 906-228-3393 |
| Mason        | 915 Diana St., Ludington, MI 49431   | 231-845-7391 | 231-843-1430 |
| Mecosta      | 800 Water Tower Rd., Big Rapids, MI 49307  | 231-796-4300 | 231-796-0799 |
| Menominee    | 2612 10th St., Menominee, MI 49858   | 906-863-9965 | 906-863-7426 |
| Midland      | 1509 Washington Ste. A, Midland, MI 48641  | 989-835-7040 | 989-835-7597 |
| Missaukee    | 10641 W. Watergate Rd., Cadillac, MI 49601   | 231-779-4500 | 231-779-4507 |
| Monroe       | 903 S. Telegraph Ste. A, Monroe, MI 48161  | 734-243-7200 | 734-243-1660 |
| Montcalm     | 609 N. State, PO Box 278, Stanton, MI 48888  | 989-831-8400 | 989-831-8496 |
| Montmorency  | 13210 M-33, Atlanta, MI 49709  | 989-785-4218 | 989-785-2302 |
| Muskegon     | 2700 Baker St., PO Box 4290, Muskegon Heights, MI 49444                                  | 231-733-3700 | 231-733-3872 |
| Newaygo      | 1018 Newell, PO Box 640, White Cloud, MI 49349   | 231-689-5500 | 231-689-5586 |
| Oakland      | 51111 Woodward Ave., Pontiac, MI 48342   | 248-975-5700 | 248-975-5550 |
| Oceana       | 4081 W. Polk Rd., Hart, MI 49420   | 231-873-7251 | 231-873-3803 |
| Ogemaw       | 444 E. Houghton Ave., West Branch, MI 48661  | 989-345-5135 | 989-345-4688 |
| Ontonagon    | 408 Cooper St. Ste. B, Ontonagon, MI 49953   | 906-884-4951 | 906-884-6323 |
| Osceola      | 800 Water Tower Rd., Big Rapids, MI 49307  | 231-796-4300 | 231-796-0799 |
| Oscoda       | 200 W. Fifth St., Mio, MI 48647  | 989-826-4000 | 989-826-3961 |
| Otsego       | 931 S. Otsego Ave., Gaylord, MI 49735  | 989-732-1702 | 989-732-8715 |
| Ottawa       | 12185 James St. Ste. 200, Holland, MI 49424  | 616-394-7200 | 616-395-5526 |
| Presque Isle | 164 N. Fourth St., Rogers City, MI 49779   | 989-734-2108 | 989-734-2767 |
| Roscommon    | 715 S. Loxley Rd., Houghton Lake, MI 48629   | 989-366-2300 | 989-366-2304 |
| Saginaw      | 411 E. Genesee, PO Box 5070, Saginaw, MI 48605   | 989-758-1100 | 989-758-2710 |
| St. Clair    | 220 Fort St., Port Huron, MI 48060   | 810-966-2000 | 810-966-2025 |
| St. Joseph   | 692 E. Main St., Centreville, MI 49032   | 269-467-1200 | 269-467-1229 |
| Sanilac      | 515 S. Sandusky Rd., Sandusky, MI 48471  | 810-648-4420 | 810-648-4432 |
| Schoolcraft  | 300 Walnut St. Rm. 175A, Manistique, MI 49854  | 906-341-2114 | 906-341-2110 |
| Shiawassee   | 1720 E. Main St. Ste. 1, Owosso, MI 48867  | 989-725-3200 | 989-725-3308 |
| Tuscola      | 1365 Cleaver Rd., Caro, MI 48723   | 989-673-9100 | 989-673-9209 |
| Van Buren    | 57150 C. R. 681, Hartford, MI 49057  | 269-621-2800 | 269-621-2927 |
| Washtenaw    | 22 Center St., Ypsilanti, MI 48198   | 734-481-2000 | 734-481-8386 |
| Wayne North  | 13233 Hamilton Ave., Highland Park, MI 48203   | 313-852-1700 | 313-852-1891 |
| Wayne South  | 1801 E. Canfield Detroit, MI 48207   | 313-578-5500 | 313-578-5392 |
| Wayne West   | 27540 Michigan Ave., Inkster, MI 48141   | 313-931-6400 | 313-931-6439 |
| All Wayne    | Visit <a href="http://www.michigan.gov/mdhhs">www.michigan.gov/mdhhs</a> for all offices |              |              |
| Wexford      | 10641 W. Watergate Rd., Cadillac, MI 49601   | 231-779-4500 | 231-779-4507 |
| Outstate     | PO Box 30037, Ste. 510, Lansing, MI 48909-7537   | 517-373-6028 | 517-763-0280 |