

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 Please contact the department if information is outdated by emailing: LARA-AFCCampsBCHS@michigan.gov.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 <i>(not a licensing requirement)</i>
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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<p>Arizona</p>	<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>Place "DCS-1083A" in the find a document box after 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>
<p>Arkansas</p>	<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>
<p>California</p>	<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>If using this form, then the employee must initiate the request and receive the results. The employee then discloses the results to the employer.</p>	<p>California Megan's Law</p>
<p>Colorado</p>	<p>www.cbirecordscheck.com/Index.asp</p> <p>Or call (303) 239-4300.</p>	<p>Abuse and Neglect Check-Public Portal. Check mark "individual" on portal to get authorization form.</p>	<p>CBI: Sex Offender Registry (colorado.gov)</p>

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Connecticut	STATE OF CONNECTICUT	The camp operator must email (BGC.Verification@ct.gov) requesting a token code. Please include camp/agency name and an email address where 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.	Connecticut Sex Offender Registry Unit- Contact (sheriffalerts.com)
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)	INFORMATION FORM (myflfamilies.com) Check "other" for reason for record search. For questions call: (813) 337-5798	FDLE - Sexual Offender and Predator System (state.fl.us)
Georgia	Georgia Felony Search	Go to: https://ionsrequestportal.dhs.ga.gov/General Then, go to the Instructions tab and follow them precisely including all pop-ups. There is NO FORM, rather the	Georgia Sex Offender Registry (ga.gov)

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		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 (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) This is the form you will use. Do not click on the link within this page.	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)

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Louisiana	CCH - Welcome (louisiana.gov)	Login to CANS (la.gov)	CCH - Welcome (louisiana.gov)
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/sorbpublic/recaptcharEntry.action?_p=52NKe1fjeiDNxABtISO4J0-Q9Jhnn-GCPtgS7bCH0I5DZIZj9TgcBm5UYK GfjjhBJ5EsW6UAYWZe2szxxWcnoZaRyVdBJnl392rW2o-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)	Family Care Safety Registry is Missouri's system for requesting Central Registry check on child care workers. To access: FCSR-BSEES (mo.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/

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Nebraska	Nebraska State Patrol - Limited Criminal History Searches	Home Page - DHHS CFS (nebraska.gov)	Nebraska Sex Offender Registry
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)	Abuse Neglect Check Request For questions contact: CYFD.BCU@cyfd.nm.gov.	New Mexico Department of Public Safety- Contact (sheriffalerts.com)
New York	Request-for-CHRI-Access-Form.pdf (ny.gov) For question #2, please write: State of Michigan Public Act 116 of 1973, R 400.11109(e)	** 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
Ohio	If staff member being checked is living in Ohio, choose a vendor at:	Central Registry Office of Families and Children Ohio	Ohio Attorney General's Office OffenderWatch® sex offender

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	<p>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>	<p>Department of Job and Family Services additional information may be obtained from: OSAPS-UserGuide-OutofState.stm (ohio.gov)</p>	<p>management, mapping and email alert program (communitynotification.com)</p>
Oklahoma	<p>Home Page (ok.gov)</p>	<p>Restricted Registry — Joshua's List — Oklahoma Department of Human Services (okdhs.org)</p>	<p>P1 Disclaimer (ok.gov)</p>
Oregon	<p>REQUEST FOR OREGON CRIMINAL HISTORY INFORMATION</p>	<p>Oregon Central Registry</p>	<p>- Oregon State Police</p>
Pennsylvania	<p>PA State Police Criminal Background Check</p>	<p>Pennsylvania Child Welfare Information Solution (state.pa.us)</p>	<p>Terms And Conditions - Megan's Law Public Website (state.pa.us)</p>
Rhode Island	<p>Background Checks Rhode Island Attorney General's Office (ri.gov)</p>	<p>confidentialrequests-form-2018.pdf (ri.gov)</p>	<p>Rhode Island Sex Offender Registry OffenderWatch@ sex offender management, mapping and email alert program (sheriffalerts.com)</p>
South Carolina	<p>South Carolina Law Enforcement Division (sc.gov)</p>	<p>DSS Form 3072 (AUG 13) Layout 1 (sc.gov)</p>	<p>South Carolina Public Sex Offender Registry (sc.gov)</p>
South Dakota	<p>South Dakota Attorney General (sd.gov)</p>	<p>Permission to Screen for Reports of Abuse and Neglect form.pdf (sd.gov)</p>	<p>https://sor.sd.gov</p>
Tennessee	<p>Background Checks (tn.gov)</p>	<p>Child Protective Services History Check (tn.gov)</p>	<p>Sex Offender Registry (tn.gov)</p>

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Texas	TEXAS DEPARTMENT OF PUBLIC SAFETY	Request for Texas Child Abuse/Neglect Central Registry (tn.gov)	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	CSR Home (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)	Form-AUTHORIZATION RELEASE RECORD CHECK updated 6-11-2019 (wv.gov) Questions: Phone: 304-352-4429	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)	Departamento de la Familia (pr.gov)	Verification (nsopw.gov)

Documents not available Online