

Michigan Central Registry Clearance Request

Effective May 2025,

The Child Care Background Check Unit within the Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP) has implemented a new process for obtaining a central registry clearance, which is required for staff members (18 years and older) and unsupervised volunteers, i.e., leaders and visitors, (21 years of age or older) at camp. The new process is simple, free, and can be done completely online.

1. To get started, go to www.michigan.gov/ccbc-camps, and create a new account.
2. Once you log in, submit a new central registry clearance.
3. Results will typically be received within 5 business days.
4. The camp is required to have a record of your central registry clearance on file, and there is an option to download and print your results letter within the system when viewing your clearance letter. A hard copy is required at check-in when arriving at camp.

If you have any questions throughout the process, you can reach the CCBC team by submitting an online support case at <https://miltcpartnership.org/childcareportal/home/helpdesk> or by calling 844-765-2247.

For Nonpermanent/ Out-of-State Residents

Use the **HOW TO OBTAIN CLEARANCES FOR EMPLOYEES AND VOLUNTEERS WHO'S PERMANENT RESIDENCY IS NOT MICHIGAN** resource to access instructions. Submit forms to the applicable locale of residence requesting Central Registry clearance record. For attendees that are not Michigan Residents, you will continue to follow the **Out of State instructions**.

A person who has been named in a central registry clearance as the perpetrator of child abuse or child neglect cannot be a staff member, serve as an Adult Leader, or volunteer at a camp.

Central Registry Clearance Request Portal

<http://www.michigan.gov/ccbc-camps>

Use this link or QR code to access the form.

