



Department of Health and Human Services Central Registry Clearance Instructions

To: All Current and prospective staff, volunteers and contractors

A completed background check on all staff, volunteers and contractors is required prior to their providing services to **First Step**. Michigan's Central Registry is mandated by the Child Protection Law and is a list of people found responsible for child abuse and neglect by agents of the State of Michigan.

It is, therefore, urgent that you go to your local Department of Health and Human Services Office (DHHS) to obtain a "**DHHS Central Registry Clearance**" as soon as possible. Please take your driver's license with you as the Office will want to make a copy to affix to the documents.

A form is provided for you with this letter, but you may also get a clean copy from the DHHS's website at <http://www.michigan.gov/mdhhs>. The form must be completed and given in person to a local DHHS office. You have the option of having your results mailed to you, or to have it sent directly to **First Step**. **Either way, the final clearance must be received by First Step, using this address:**

First Step
44567 Pinetree Drive
Plymouth, MI 48170

- Incoming new staff should send the Clearance to the attention of Lynda Leibrock (Controller)
- New volunteers should send the Clearance to the attention of Kathleen Howard (Community Services Program Coordinator)

Partial List of DHHS Locations

It is recommended that you investigate the office hours, State Holidays, and locations of each office you are considering for the Registry Check.

Below are some local offices, and you can find additional offices at Michigan.gov/dhhs.

Wayne County

- Detroit ~ 17330 Greydale / 313-387-7100
- Detroit ~ 8655 Greenfield / 313-943-5200
- Inkster ~ 26355 Michigan Ave. / 313-792-7700
- Redford ~ 27260 Plymouth Rd. / 313-937-4200

Washtenaw County

- Ypsilanti ~ 22 Center Street. / 734-481-2000

Oakland County

- Madison Heights ~ 30755 Montpelier / 248-583-8700
- Pontiac ~ 51111 Woodward / 248-669-7600