

Central Registry Child Abuse

Central Registry Clearance Checks

1. Go to Department of Human Services (DHS) any day Monday thru Friday between the hours of 8 am to 5 pm: 701 South Elmwood - back of building - entrance by handicap access ramp.

2. Take a picture identification.

3. They do not make appointments, but the slower times of day would probably be around noon and early afternoon, and not on a Monday or right after a holiday.

4. Ask to have results sent to:

Brooke Netz

TBCAC

121 E. Front Street

Suite 301

Traverse City, MI 49684

OR: -- Simply fill out the DHS clearance form, photo copy your photo id &

Fax it to TBCAC at 231.929.4255. or mail it directly to DHS at the address provided above.

Remember: If you are married, make sure you list your maiden name on the Central Registry Clearance Form on the line "Other Names By Which Known."