



Michindoh Conference Center

A SPRING ARBOR UNIVERSITY CAMPUS

The state of Michigan requires that all employees 21 yrs and older working for a licensed camp have a Central Registry search done. The following are instructions for you to follow and then a copy of the results must be given to Michindoh.

HOW TO OBTAIN A SEARCH OF OHIO'S CENTRAL REGISTRY ON CHILD ABUSE AND NEGLECT

In accordance with the Privacy Act (Ohio Revised Code Chapter 1347), an individual who may be the subject of information maintained within the Central Registry can make a request for that information. Information maintained in the Central Registry is confidential.

Requests must be made in writing and include the following:

- Full name, including maiden name (if applicable), and other names used
- Date of birth
- Social Security Number
- Home address
- Original signature*

*The original signature of the individual requesting a central registry search is required to be on file with this office.

Search requests must be submitted by mail or other delivery service (e.g., UPS, FedEx). A signature on a faxed or e-mailed document is not considered an original signature.

Requests must EITHER be notarized OR be accompanied by copies of two forms of appropriate identification.

Appropriate identification includes:

- Driver license
- Social Security card^
- Birth certificate
- U.S. Visa (travel passport)

^At least one of the IDs submitted must contain the individual's Social Security Number. If the Social Security

Number is not printed on an individual's driver license, a copy of the individual's Social Security card must be submitted.

Mailed requests must be sent to:

CENTRAL REGISTRY ON CHILD ABUSE AND NEGLECT
OHIO DEPARTMENT OF JOB AND FAMILY SERVICES
OFFICE OF FAMILIES AND CHILDREN
PO BOX 183204
COLUMBUS OH 43218-3204

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Delivery service requests (e.g., UPS, FedEx) must be sent to:

CENTRAL REGISTRY ON CHILD ABUSE AND NEGLECT
OHIO DEPARTMENT OF JOB AND FAMILY SERVICES
OFFICE OF FAMILIES AND CHILDREN
4200 E FIFTH AVE, 2ND FLOOR
COLUMBUS OH 43219

Search results will be sent directly to the subject of the search at his or her home address. Responses cannot be sent to any third party or agency.

CALL 614-752-1298 WITH ANY QUESTIONS OR E-MAIL JANICE.BLUE@JFS.OHIO.GOV OR BARBARA.PARKER@JFS.OHIO.GOV.