

## CENTRAL REGISTRY CLEARANCE INSTRUCTIONS

As part of your application for the Kent County Juvenile Detention Center, you are required to complete the attached Request for Central Registry Clearance form.

Section I must be completed entirely. Do not check any boxes at the bottom of Section I. Remember to sign it and include a clear copy of your current driver's license.

If you are NOT listed on Central Registry and provide written consent on the DHS 1929 form, a copy of the results of the Central Registry clearance will be sent to us as your internship agency.

Remember, along with the internship application, the registry clearance results are required in order that they can become part of your file. We must have the letter results from DHS. Your approval to be on site is contingent upon your satisfactory completion of this process.

If you have any questions, please feel free to contact us.