



Dear Employee,

The state of Michigan, Department of Health and Human Services, requires the employee to complete the attached Child Protection Services (CPS) Central Registry Clearance form DHS-1929, for purposes of making employment decisions to any organization working directly with children.

Please click the link to download the form and complete form as follows:

<https://www.michigan.gov/mdhhs/-/media/Project/Websites/mdhhs/Adult-and-Childrens-Services/Abuse-and-Neglect/Central-Registry/1929.dotx?rev=8b3e7670e2ef4dd1a59675d9a707967c&hash=C4DF999C660A46CE9776C072AE605B68>

Complete the information in Section 1

- Enter your First Name, Middle Name, & Last Name in the field provided
- Sign your name in the “signature required for each person being cleared” field
- Enter maiden name or previous legal names used in the “AKA” field. If none, enter N/A
- Enter your social security number in the field provided
- Enter your Date of Birth to include month, day, and year in the field provided
- Enter your current address to include city, state, and zip code
- Enter your phone number and email address in the field provided
- Check the box: **I am completing this form for myself**
- A photocopy of your I.D. is required by the State of Michigan to accompany this form

Enter the following information in Section 2: Requester Information:

- Check box – **Employer**
- Name of Agency or Organization - **Prince William County Schools**
- Name of Requestor – **HR, Compliance Specialist, Room 1200**
- Address – **14715 Bristow Road Manassas VA 20112**
- Email - [compliance@pwcs.edu](mailto:compliance@pwcs.edu)
- Fax – **(703)791-8848**
- Phone Number – **(703)791-8958**

Bring this form and your valid photo I.D. to your Fingerprint Session with PWCS. This form and the photocopy of your identification will be submitted to the Michigan Department of Human Services on your behalf by the PWCS Compliance Office.

If you have any questions regarding the completion of this form, please call 703-791-8598/8382.

Sincerely,

Compliance Specialist, Human Resources Department