



# Ravenna Baptist Church

September 30, 2010

Mike Wetzig  
Sr. Pastor

Gabe Doerksen  
Assoc. Pastor

**Ravenna Baptist  
Church**

*is committed to  
build a caring  
body of worshipping  
believers  
who are excited  
about obeying  
Christ  
and serving  
one another,  
introducing people  
to Jesus  
and teaching  
the word of  
God.*

*Sunday Morning  
Worship  
10:30 AM*

*Church Phone  
231-853-6021*

*FAX  
231-853-2393*

*Email  
ravennabc@gmail.com*

*Web Site  
www.ravbc.org*

Dear RBC family,

The elders have discussed and decided that we want to step up our safety in background checking for those who work with children here in our church. We are fortunate that this decision is being made NOT in reaction to any incident or suspicion but rather it is a decision based on wanting to be as safe as possible with the many children and youth that attend here at RBC.

In the past you have been asked to sign a notice that would give the church permission to run a background check if there was reason. Now we want to run a check on all our volunteer workers that are involved in teaching, helping, or assisting with anybody younger than eighteen years of age.

Enclosed you will find a copy of the background check. Please fill it out completely and mail it in to the DHS office for the county in which you live. You can find the addresses below. Typically you should receive a clearance letter in approximately 2-3 weeks from DHS. After you receive this clearance letter, please return it or a copy of it to the church office. This letter will be filed along with your previously completed volunteer worker application.

The background check is simple and does not provide any personal information other than whether or not there is child abuse/neglect in a person's background. Thanks for your cooperation in helping keep all of our children safe. If you have any specific concerns please contact Pastor Mike, Lee Braford, or Jim VanStensel.

Kent County DHS - Franklin St.  
S.E.  
121 Franklin, S.E.  
Grand Rapids MI 49507

Ottawa County DHS  
12185 James St.  
Holland MI 49424

Muskegon County DHS  
P.O. Box 4290  
2700 Baker St.  
Muskegon Heights MI 49444

Newaygo County DHS  
P.O. Box 640  
1018 Newell  
White Cloud MI 49349

In His Service,

The RBC Elders Board

*3186 Blackmer Road ~ Ravenna, Michigan 49451*

# REQUEST FOR CENTRAL REGISTRY CLEARANCE

State of Michigan  
Michigan Department of Human Services

**INSTRUCTIONS:** Complete the following information and submit request to your LOCAL Department of Human Services (DHS) Office. See [www.michigan.gov/canregistryclearance](http://www.michigan.gov/canregistryclearance) for information on central registry clearance requests and how to contact the local DHS office.

I am requesting that DHS provide me with a Central Registry Clearance on myself.

Today's Date		
Name		
Birthdate	Social Security Number	
Current Mailing Address (Street No. and Name)		
City	State	Zip Code
Current Phone Number		
Other Names By Which Known (Maiden Names/Former Names)		
_____		
_____		

Indicate below how you want to receive the results of the central registry clearance:

I would like the results mailed to the address on my picture identification

IF YOU WANT THE RESULTS MAILED TO YOU, PLEASE SUBMIT ALONG WITH THIS FORM, A COPY OF YOUR CURRENT PICTURE IDENTIFICATION. DUE TO CONFIDENTIALITY RESTRICTIONS, A COPY OF THE RESULTS WILL BE MAILED ONLY TO THE ADDRESS ON YOUR PICTURE IDENTIFICATION.

I would like to pick up the results from the local DHS office.

IF YOU ARE TEMPORARILY IN MICHIGAN AND THE ADDRESS ON YOUR PICTURE IDENTIFICATION AND YOUR TEMPORARY ADDRESS DO NOT MATCH, YOU MUST CHOOSE THIS OPTION.

I would like the results mailed to

Employer/Potential Employer  
Address.

Volunteer Agency  
Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IF YOU ARE LISTED ON CENTRAL REGISTRY, THE RESULTS CANNOT BE MAILED TO AN EMPLOYER/POTENTIAL EMPLOYER OR VOLUNTEER AGENCY. RESULTS WILL BE MAILED TO YOU INSTEAD. A COPY OF YOUR CURRENT PICTURE IDENTIFICATION MUST BE PROVIDED.

Signature of Requestor	Signature of DHS Staff Person Completing Request
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AUTHORITY: State P.A. 238 of 1975, MCL 722.627-722.627 RESPONSE: Voluntary PENALTY: Inappropriate release of this information is a misdemeanor	Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.
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