MSU Extension Michigan Sex Offender Registry Check Completion Form

All youth-service organizations in Michigan are required by law to complete a Michigan Public Sex Offender Registry check every six months on all volunteers within the program. It is MSU Extension's policy to conduct this check every six months on all volunteers who work with youth or vulnerable adults as part of Extension programs. This may be done one of three ways.

1. Print the list of all registered offenders, www.mipsor.state.mi.us, by zip code and cross-reference with names and addresses of volunteers within the program. Once lists have been cross-referenced, attach both lists to this form.

2. Type all volunteers' names and birth date into the Michigan Public Sexual Offender Registry individually. Print individual results; complete this form; and staple to volunteer list.

3. Print a list of volunteers (by zip code) and staff initial each volunteer's name who does not appear on the registry.

Completed forms and accompanying materials should be kept in a locked file cabinet with the other required volunteer selection paperwork.

Date______________________________________________________________________________

County/Unit_________________________________________________________________________

Program(s) check is being completed for (e.g., 4-H, other MSUE programs, etc.)_______________________

Staff Person Completing Check

Printed Name

Title

Signature

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