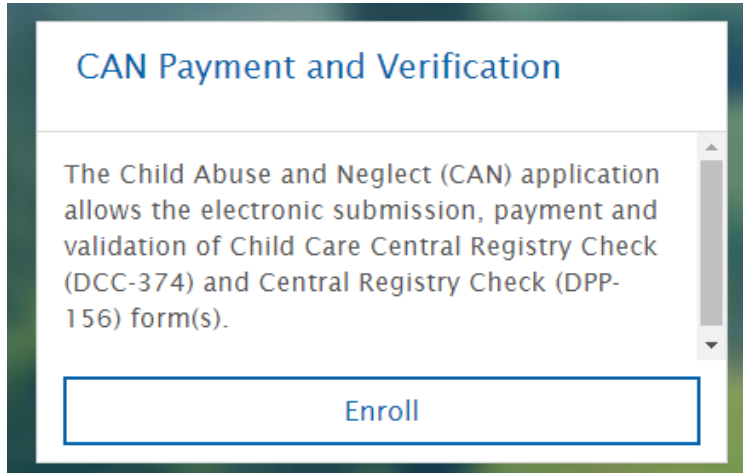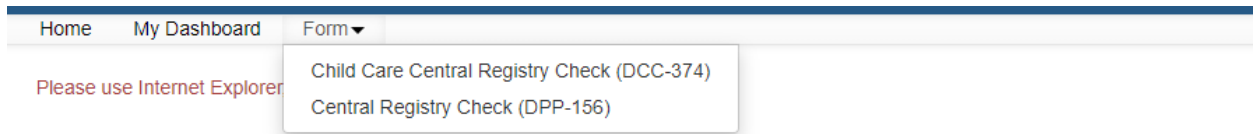# CENTRAL REGISTRY ONLINE INSTRUCTIONS

After you have created your account, click on the CAN Payment and Verification box ENROLL. Under forms check the Central Registry Check (DPP-156)

Next click on Forms and choose the Central Registry Check (DPP-156)

You will then need to check the Youth Camp Employee, Contractor, or Volunteer Box

Next, put in your personal Information and current address.

Then check the box under Employer/Agency Information and add the below information:

Montgomery County Board of Education
amy.mccleese@montgomery.kyschools.us
3400 Indian Mound Drive
Mt. Sterling, Kentucky 40353

Employer / Agency Information

☑ In addition to receiving the results myself, I authorize the Cabinet for Health and Family Services to share the results with the following employer or agency. Results will not be mailed

Name

Montgomery County Board of Education

Email Address

amy.mccleese@montgomery.kyschools.us

Employer email address exists in the system

Address Line 1	Address Line 2
3400 Indian Mound Drive	Ex. Apt 10 Or Suite 200

City	State	Zip Code
Mt Sterling	Kentucky	40353

Upload one of the following supporting documents: Driver's License/State ID, Birth Certificate, Social Security Card/Individual Taxpayer ID, Passport or work ID. Approved file types: .JPEG, .PNG, .BMP or .PDF. Please ensure that the supporting document image is clearly recognizable.

Then save and submit.

After submitting, click the button to proceed to e-sign. You will then need to sign and pay. Once you have entered your payment information and submitted, you will have completed the process.