



Correspondence to: PO Box 420 St. John, IN 46373
Phones: 219-924-2600; 219-689-6789 fax:219-922-1694
www.adoptionandfamily.com adoptionandfamily@att.net

ADOPTION BACKGROUND CHECKS ONLY

If you are in the process of adopting a child or getting guardianship and the home study has been waived, there are still four background checks that are required by the court. To obtain these background checks through this agency, please follow the instructions below, submit the two forms and service fee, and get started on getting your fingerprints done at least 3-4 weeks prior to your court date.

How to get started:

For each adopting parent or guardian –

Fill out the AGENCY FORM below and FORM 53259 (sections 3 & 4) which can be found on the website where you obtained this form. Print out the forms, read carefully, complete them legibly, and sign them. **Return them** along with a copy of your license (or ID) and service fee of \$75 to: Adoptions & Family Support Network, P.O. Box 420, St. John, IN 46373.

You will be notified when this agency receives your forms and any questions you have can be addressed. In the meantime, you should get started on getting your fingerprints done.

How to get each of the four required background checks:

1- National Fingerprint Criminal Background Check - Log on to www.IdentoGO.com to sign up and schedule an appointment (or call 877-472-6917).

When you go to the website, click on Indiana State, then **DIGITAL FINGERPRINTING**, then **private adoption agency**, and then choose **Adoptions and Family Support Network**. Then give your information, choose your location, and set your appointment. The results will go directly to the agency you click on, usually within 1-3 weeks. So, if you chose the wrong agency, it will go to them and you will have to do the fingerprints and pay the fee again. So make sure you click on this agency. The cost is around \$39 per person and can be paid online by credit card or with a money order at the time of the appointment.

2 - Local City or County - It is required to get background checks from the local law enforcement agency/agencies where you have lived in the last 5 years. If you live outside of

Lake County, this agency will most likely be able to send in for the local background check. If you live in Lake County, you will need to go to your local or county police department. Go to that police station and ask for a criminal history background check. You will need your ID. You might want to call first to find out the fee and hours you can get this done. **DO NOT** get any fingerprints done at the police station. They will check their computer to see if any records are found on you (ie tickets or arrests). They will give you a statement/report showing that no records have been found or listing any arrests. If you have arrests, you must provide legal documentation to this agency that the case is closed. In the last **FIVE YEARS**, if you have lived in more than one city/town within the same county, go to the county sheriff to get this background check done. If you have lived in different counties, you will need to go a police station in each of the towns/cities or counties where you have lived. You will need to mail the local background check(s) to this agency.

3 - **Child Abuse/Neglect History Check** – After a request is completed online by this agency, you will receive two emails from IDCS KidTraks. One will be a password to be able to retrieve the form in the other email. Open and make any changes if needed on the form, check the box at the bottom to give consent, and then submit the form. You can only respond to the KidTraks email via computer as it will not work on any mobile device.

If you have lived in any other states besides Indiana in **the last five years**, this background check will need to be done in each state where you lived. This agency will obtain the proper form needed to obtain the CPS check from the other state(s). Some other states may require a fee for the CPS check but Indiana does not. The Indiana clearance may take up to 10 days for the results, however, it could take much longer to obtain clearance from other states, so please make sure to complete all forms and send in ASAP especially if you have lived in other states besides Indiana during the last 5 years.

4 – **National Sex Offender Check** – This agency will complete this background check. If your name shows up on the registry, you will not be qualified to adopt a child in Indiana.

As soon as this agency receives the results of **ALL** the background checks, you will be notified and a copy of all background checks will be sent to you and your attorney along with a summary statement for the court.

If you end up needing a home study done for your adoption, please let us know as soon as possible. We will send you the documents and instructions needed for a home study. The \$75 you already paid will be deducted from the home study fee.

Please contact this agency with any questions about this process.

Adoptions & Family Support Network, Inc.

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Agency Form for BACKGROUND CHECKS ONLY

Please fill out the following information about the adopting parent or person to become the guardian and return with \$75 service fee to: **P.O. Box 420, St. John, IN 46373.**

Legal First Name	Legal Middle Name	Legal Last Name
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Date of Birth	social security number	race	male/female
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Current address: _____

Previous address: _____

Date that you move into your current address? _____ and previous address? _____

Phone # _____ email address _____

Other names you have gone by (specify nickname, maiden name, or last name from previous marriage):

Have you ever been charged for child abuse, sexual abuse, substance abuse, domestic violence? _____

Are these background checks for: adoption or guardianship? _____

What is your relationship to the child(ren) being adopted: _____

Name of child(ren): _____ Date of birth: _____

Name of birth parent living with child(ren) to be adopted: _____

Attorney information: _____

Name	phone	email
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Address	phone	Court Date
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By signing this form, I am giving permission for this agency to do background checks on me for the purpose of adoption or guardianship and provide the results to my attorney.

Signature of adopting parent: _____