



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. Read and follow the instructions below to get the process started for obtaining the background checks with the assistance of this agency. This process can take at least 5-8 weeks to complete so get started ASAP, especially if you already have a court date scheduled.

How to get started:

For each person to become the 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 if it has not already been emailed to you. 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 \$100 to:

Tina Sanchez-Wright at **2210 US Hwy 41 Schererville, IN 46375**

You will be notified when this agency receives your forms. Any questions you have can be addressed then. 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 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 lived in other Indiana counties besides Lake County, this agency will most likely be able to send in for the local background check using FORM 53259.

-You must go to the local police station (or call about getting this done online) in each town/city or county you have lived in over the last FIVE YEARS to get a local criminal background check.

-If you have arrests, you must provide legal documentation to this agency that the case is closed.

-You will need to mail or email the local background check(s) to this agency.

3 - **Child Abuse/Neglect History Check** – When this agency receives your agency form, we will start a request to Indiana Department of Child Services Central Registry which begins the process. You will then receive two emails from IDCS KidTraks. One will be a password to be able to retrieve the form in the other email. Open the form, complete it, 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**, a child abuse background check will need to be done in each state where you lived. This agency will obtain the proper form(s) 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 the agency form and send in to this agency 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.

Please contact this agency with any questions about this process.

Adoptions & Family Support Network, Inc.

2210 US Hwy 41 Schererville, IN 46375 * Phone: 219-924-2600

www.adoptionandfamily.com tina@adoptionandfamily.com

Agency Form for BACKGROUND CHECKS ONLY

Please fill out the following information about the applicant (person to become the adoptive parent or guardian). Return with \$100 service fee to: **2210 US Hwy 41 Schererville, IN 46375**

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

email

Address

phone

Court Date

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 applicant: _____