



# APPLICATION FOR CRIMINAL HISTORY BACKGROUND CHECK

State Form 53259 (R7 / 3-16)  
DEPARTMENT OF CHILD SERVICES

\* This agency is requesting disclosure of your Social Security Number in accordance with IC 4-1-8-1; disclosure is mandatory and this record will not be processed without it.

- INSTRUCTIONS:**
- Sections 1 and 2 to be completed by the Department of Child Services (DCS), residential facility, licensed child placing agency (LCPA) or DCS contract agency personnel.
  - Sections 3 through 4 to be completed by the subject of the background check for age eighteen (18) years or older.
  - Copies of the completed form may be submitted to the local Law Enforcement Agency (LEA) for completion of this required check. The LEA will complete the bottom of the form and return to the requestor listed in Section 1.
  - Original is to be filed in the appropriate file of the requestor.
  - Please print in all capital letters. All fields are mandatory and must be completed.**

### SECTION 1 – REQUESTING AGENCY INFORMATION

Name of local office or requesting agency		Date (month, day, year)
Address (number and street, city, state, and ZIP code)		
Name of staff member completing this form		If applicable, name of associated resource home
Telephone number ( )	Fax number ( )	E-mail address

### SECTION 2 – REASON FOR BACKGROUND CHECK (Check appropriate box.)

- DCS out of home unlicensed placement:**
  - a. Emergency placement (A triple I name based check will be completed prior to placement with National and State fingerprinting completed within the required time frame if placement occurs.)
  - b. Non-emergency placement (Placement will not occur until National and State fingerprinting results are returned, evaluated, determined qualified or a criminal history waiver is granted.)
- Foster Family Home Licensing**
  - a. New / Relicense
  - b. Annual Review
  - c. Existing HH member now eighteen (18) years
  - d. New HH member
- Adoption:**
  - a. Pre adoptive child under DCS Supervision
  - b. SNAP adoption or Private Adoption seeking AAP
- Employment:**
  - a. Group Home
  - b. Residential Facility
  - c. LCPA
  - d. Contractor / Subcontractor
- Volunteer / Unpaid Intern:**
  - a. Group Home
  - b. Residential Facility
  - c. LCPA
  - d. Contractor / Subcontractor

### SECTION 3 – SUBJECT OF THE BACKGROUND CHECK

Full legal name (first, middle, last)			
Previous names (maiden, alias, previous married, pre-adoptive, nicknames)			
Date of birth (month, day, year)	Social Security Number *	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Race
Current address (number and street, city, state, and ZIP code)			
Home telephone number ( )	Cellular number ( )	E-mail address	
List all cities / counties / states resided in for past five (5) years, with dates of residence (month, day, year)			
Do you have a current protective order filed against you or do you have a protective order filed against someone else? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please explain.			

Pursuant to IC 31-27, I affirm that the answers to the following questions are true:

- Have you been arrested, charged, or convicted of:
  - A felony that has not been expunged by a court?  Yes  No
  - A misdemeanor relating to the health and safety of a child that has not been expunged by a court?  Yes  No
- Have you been arrested, charged, or convicted of:
  - A felony that has not been expunged by a court while the licensing action / application has been pending?  Yes  No
  - A misdemeanor relating to the health and safety of a child that has not been expunged by a court while your licensing action / application was pending?  Yes  No

### SECTION 4 – TO BE SIGNED BY THE SUBJECT OF THE BACKGROUND CHECK

I hereby consent to a release of information from law enforcement agencies, the criminal justice system, and child protective services to the Indiana Department of Child Services regarding any prior criminal history, arrest record, or child protective services history. I understand that it is necessary to ensure the safety of children placed in my care. This authorization is valid for one (1) year from the date of this application.

I also affirm, under the penalties of perjury, that the information in Section 3 is true and correct.

Signature	Printed name	Date of application (month, day, year)
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### FOR LAW ENFORCEMENT USE ONLY

The law enforcement agency must complete the below information and return this form, along with any record found, to the person listed in Section 1 above.

A search by \_\_\_\_\_ (name of law enforcement agency) revealed that there  WAS (records attached)  WAS NOT a record found.

Signature of person completing check	Printed name of person completing check	Date (month, day, year)
Title	E-mail address	Telephone number ( )