

**EXHIBIT ONE**

**CERTIFICATION OF COMPLETION OF REQUIRED CRIMINAL AND BACKGROUND CHECKS**

**(R 7 / 1-18)**

The Provider, (subcontractor legal name) \_\_\_\_\_, hereby certifies that it has performed all of the checks as required pursuant to the criminal and background checks procedure set forth in Section 53 [Criminal and Background Checks] of its professional services contract with \_\_\_\_\_ (DCS Direct Contract Agency) including collection of attestations regarding child abuse and neglect or criminal activity.

**A spreadsheet of the Provider's current Covered Personnel that have received the requisite criminal and background checks referenced herein is attached hereto. The list is provided on the Covered Personnel Spreadsheet provided by DCS on its website and can be found at <http://www.in.gov/dcs/3743.htm> (a sample spreadsheet is attached on page 2 of this Exhibit).** The Provider shall submit this form with an updated list of covered personnel annually upon the anniversary date of the Contract. **Reminder:** Covered Personnel who join the Provider after the Contract begins may **not** provide any services for the Provider pursuant to the Contract before the requisite criminal and background checks have been completed unless they are accompanied by other staff who have completed acceptable checks.

The Provider hereby certifies that it has, per Contract requirements complete the below steps (check all that apply to any covered personnel) in accordance with DCS Child Welfare Policy, Sections 13.3 and 13.4:

- \_\_\_\_\_ *Verified the identity* of all individuals subject to criminal and background checks per DCS Child Welfare policy;
- \_\_\_\_\_ *Completed, signed and filed* the Application for Criminal History Background Check Form, state form 53259;
- \_\_\_\_\_ *Conducted Child Protection Services (CPS) checks* (for Indiana, send DCS an Indiana Request for Child Protection Services History Check State Form 52802; for other states, *see* DCS' website on child welfare policies for web link);
- \_\_\_\_\_ *Conducted National Sex Offender Registry checks* (*see* DCS' website on child welfare policies for web links for national checks);
- \_\_\_\_\_ *Conducted Court Record Searches* for law enforcement agency records (*see* DCS' Administrative Letter dated July 1, 2017, and DCS' website on child welfare policies at <http://www.in.gov/dcs/2363.htm>);
- \_\_\_\_\_ *Registered and completed fingerprinting* through the DCS approved fingerprinting vendor and *assured that a fingerprint-based status letter is received on DCS letterhead* via e-mail for each Covered Personnel; and
- \_\_\_\_\_ *Reviewed the results* of criminal and civil Background Checks and taken appropriate action per DCS Child Welfare policy.

\_\_\_\_\_  
Signature of Provider

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed or Printed Name Signed Above

\_\_\_\_\_  
Title of Signer

\_\_\_\_\_  
E-mail Address of Signer

\_\_\_\_\_  
Phone Number

Please print off, complete all appropriate blanks, including signatures, scan and save in PDF format. Please e-mail this completed certification in a PDF format and complete the Covered Personnel Spreadsheet saving as An Excel document and e-mail both to [DCS Direct Contractor Agency your agency is subcontractor through.](#)  
[Do Not Send to DCS since you do not have a direct contract with DCS](#)

