

REQUEST FOR FEE EXEMPTION
LIMITED CRIMINAL HISTORY INFORMATION

CUSTOMER ID #

(PLEASE TYPE ALL INFORMATION)

Agency Name

Mailing Address (**where this response and the LCH responses will be sent**)

City, State, Zip Code

Phone

Attention

REASON FOR REQUEST
PER IC 10-13-3-36

(Check area that applies to your agency)

- ____ A. Has been in existence for 10 years and has a primary purpose of providing an individual relationship for a child with an adult volunteer if the request is made as part of a background investigation of a prospective adult volunteer for the organization; (i.e. Big Brothers & Big Sisters).
- ____ B. Home Health Agency (copy of license must accompany this request).
- ____ C. Department of Public Welfare Day Care / Foster Home Licensing or license.
- ____ D. School Corporation, Non-Public School or Special Education Cooperative (Kindergarten through Grade 12 only).
- ____ E. Community mental retardation and other developmental disabilities center, for purposes of IC 12-29 (Copy of CARF Certificate must be submitted with this request).
- ____ F. Group living facility licensed under IC 12-28-5.
- ____ G. An area agency on aging designated under IC 12-10-1.
- ____ H. Community action agency (as defined in IC 12-14-23-2).
- ____ I. Owner operator of a hospice program licensed under IC 16-25-3.
- ____ J. Community mental health center (as defined in IC 7-2-38).
- ____ K. Department of Child Services (as defined in IC 1-13-3-27.5).
- ____ L. (1) The church or religious society is a religious organization exempt from federal income taxation under Section 501 of the Internal Revenue Code;
(2) The request is made as part of a background investigation of a prospective or current adult volunteer;
and
(3) The employee or volunteer works in a nonprofit program or ministry of the church or religious society, including a child care ministry registered under IC 12-17.2-6.
(Must be 1, 2, & 3 of the above to be considered for Fee Exemption.)

WARNING – PENALTY FOR MISUSE

A non-criminal justice organization or individual receiving a limited criminal history may not utilize it for purposes other than those stated in the request or which deny the subject any civil right to which the subject is entitled. IC 10-13-3-27: Any person who uses limited criminal history for any purpose not specified in the request commits a Class A misdemeanor offense.

I affirm, under penalty of perjury, that the Limited Criminal History Information requested will be used as specified.

Authorized Signature of Requesting Agency

Date

Mail request and license if applicable to:

Indiana State Police, Central Records

Attn: Kenneth O'Hare

100 N. Senate Avenue, Room N302

Indianapolis, IN. 46204-2259