

Out-of-State Child Welfare Agencies Requesting CPS Searches

- **How to submit the request:**
 - The request must be submitted on the out-of-state child welfare agency's letterhead or from an out-of-state child welfare agency official e-mail address.
- **Where to submit the request:**
 - The request may be scanned and e-mailed to background.checkunit@dcs.in.gov or faxed to 317-234-4633.
- **Who is making the request:**
 - The request must include the requesting worker's name, title, agency name, phone number and e-mail address
- **Why is the request being made:** (indicate one purpose on each subject (individual) being searched)
 - The requesting out-of-state child welfare agency is currently completing an assessment in their state and the agency needs to know if the alleged victim(s) and/or other children in the same home are named as a victim/perpetrator in a completed assessment in Indiana;
 - The requesting out-of-state child welfare agency is currently completing an assessment in their state and the agency needs to know if the alleged perpetrator and/or other adults residing in the same home are named as a victim/perpetrator in a completed assessment in Indiana;
 - The requesting out-of-state child welfare agency is checking the subject residing in their state but once in Indiana because the subject is being considered for possible unlicensed relative/kinship placement of a child, being licensed as a foster family home or to adopt a child in which the out-of-state agency has care, custody and control. **NOTE**-for these purposes the request must be made on Indiana Request for Child Protection Service (CPS) History Check SF 52802 appropriate completed; or
 - Other-Please explain in detail.
- **What is needed on each subject searched:**
 - Subject's current name, previous name(s), nicknames, maiden name or other combinations of names ever used, if known;
 - Subject's DOB, if known, or approximate age;
 - Last four numbers of SS#, if known;
 - Gender;
 - Race;
 - Current address; and
 - Previous addresses within Indiana, including city/county and dates at that address, if known.
 - What information does the requesting state wish to have returned? (i.e. Substantiations only, any assessment regardless of outcome, etc.)
- **When will the requested information be returned to the requesting out-of-state child welfare agency:**
 - The search will be returned for additional information/clarification or assigned for completion within 24 business hours after receipt.
 - Please do not send a second request or make inquiries before the allotted business days has expired.
 - The results will be e-mailed to the requestor at the e-mail address provided within 10 business days of receipt of a complete/accurate request although generally it is quicker.