

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
	Chapter 13: Background Checks Section 01: Conducting Checks - Licensed Facilities & LCPAs	
	Effective Date: January 1, 2026	Version: 11

POLICY OVERVIEW

*For information on **evaluating** background checks for DCS-licensed agencies, see policy 13.02.* Background checks are conducted to ensure DCS-licensed agencies meet federal and state standards to reduce risk of harm to children while in the care of DCS-licensed agencies.

POLICY STATEMENT

The Indiana Department of Child Services (DCS) requires background checks for residential facilities and child placing agencies (referred to collectively as “DCS-licensed agencies” in the plural form and “DCS-licensed agency” in the singular form). These checks are completed for both initial licensing and relicensure.

Per Indiana law background checks are required for anyone who is:

1. An employee, volunteer, or intern of DCS-licensed agencies;
2. A contractor or other worker who may be alone with children in a child caring institution;
3. A director or manager of a DCS-licensed agency; or
4. A licensing applicant of a DCS-licensed agency (i.e., administrator for residential facility or the executive for a Licensed Child Placing Agencies [LCPA]).

DCS will complete the following background checks:

1. Fingerprint-Based National Criminal History Check (Fingerprint-Based Check);
2. Child Protective Services (CPS) History Check;
3. National Sex Offender Registry Check (NSOR); and
4. Local Criminal Records Check.

DCS will keep all background check information private. It will follow all state and federal laws (see policy [2.06](#)).

LEGAL REFERENCES

- [IC 31-9-2-22.5: Conduct a criminal history check](#)
- [IC 31-27-3-3: Application for license; criminal history checks](#)
- [IC 31-27-3-5: Grounds for denial of license applications; waiver](#)
- [IC 31-27-5-4: Application for license; criminal history checks](#)
- [IC 31-27-5-6: Grounds for denial of license applications; waiver](#)
- [IC 31-27-6-2: Application for license; criminal history checks](#)
- [IC 31-27-6-3: Grounds for denial of applications; waiver](#)