

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
	Chapter 13: Background Checks Section 11: Conducting Checks - Emergency Unlicensed Placements	
	Effective Date: January 1, 2026	Version: 4

POLICY OVERVIEW

This policy applies to in-state Emergency Unlicensed Placements. For Non-emergency Unlicensed Placements, see [policy 13.05 Conducting Checks - Non-emergency Unlicensed Placements](#). For Out-of-State Placements, see [Chapter 9 Interstate Compact \(ICPC\) policies](#).

The Indiana Department of Child Services (DCS) runs background checks on all emergency unlicensed placements to help make sure children are safe in the homes they are placed.

POLICY STATEMENT

Background checks are required for an emergency unlicensed placement. The type of background check done depends on the age of the subject of the check:

1. Interstate Identification Index (Triple I Check)

- Must be completed **before placement**
- For any household members age 18 and older, which include:
 - Anyone who stays in the home for at least 21 days any time within a 12-month period
 - Anyone who works or volunteers in the home under the direct supervision of the unlicensed resource

Note: Indiana law allows DCS to access the Triple I Check without fingerprints **only** at the time an emergency unlicensed placement is being considered.

2. Fingerprint-Based Check

- For each household member age 18 and older
- Must be completed no more than **five (5) business days** from the date of placement
- Must be returned with “qualified” results
- Must be completed if the child is placed for any period of time

Note: See policy [13.15](#) for more information.

3. Local Criminal Records Check

- For each household member age 18 and older
- In every jurisdiction they have lived in the last five (5) years

4. Child Protective Services (CPS) History Check

- For each household member age six (6) and older
- In every state they have lived in the last five (5) years

5. **National Sex Offender Registry (NSOR) Check**
 - For each household member age 14 and older
 - In every state they have lived in the last five (5) years

All household members and anyone working or volunteering in the home who turn six (6), 14, or 18 years of age must:

1. Have required background checks started **30 days before** their birthday; and
2. Get fingerprints done within **30 days after** the subject's 18th birthday.

DCS will **not** run background checks on children under DCS care and supervision.

LEGAL REFERENCES

- [IC 10-13-3-27.5: Record check by department of child services under exigent circumstances transmittal of report copy; providing fingerprints; removal of child for failure to provide fingerprints; compliance with federal law; contesting denial of placement; fee](#)
- [IC 10-13-3-31: Release of data to subject person; fee; challenge of data authorized](#)
- [IC 31-9-2-22.5: "Conduct a criminal history check"](#)
- [IC 31-34-20-1.5: Placement in household with certain individuals prohibited; criminal history checks; exceptions; considerations](#)
- [240 IAC Article 6: Criminal History Record Information](#)