

	<b>INDIANA DEPARTMENT OF CHILD SERVICES</b> <b>CHILD WELFARE POLICY</b>	
	<b>Chapter 13:</b> Background Checks <b>Section 15:</b> Fingerprint-Based Checks	
	<b>Effective Date:</b> January 1, 2026	<b>Version:</b> 4

### POLICY OVERVIEW

Fingerprint-Based National Criminal History Checks (Fingerprint-Based Checks) are done to help keep children safe under the care of the Indiana Department of Child Services (DCS).

### POLICY STATEMENT

Fingerprint-Based Checks are done for a specific person and purpose and cannot be used for any other purpose.

Fingerprint-Based Checks are required for:

1. DCS Adoptions (see policy [13.07](#));
2. DCS Contractors (see policy [13.03](#));
3. FFH Licensing (see policy [13.09](#));
4. Licensed Residential Agencies and Licensed Child Placing Agencies (LCPAs) (see policy [13.01](#)); and
5. Unlicensed Placements (see policies [13.05](#) and [13.11](#)).

DCS will review the results of Fingerprint-Based Checks and keep the information confidential. DCS will follow all state and federal laws, as well as Criminal Justice Information Services (CJIS) security protocols (see policy [2.06](#)).

DCS may verbally share background check results with the subject of the check. The subject of the check may challenge an inaccurate record. In Indiana, the subject of the check may contact the Indiana State Police (ISP). If outside of Indiana, they may contact the local law enforcement agency (LEA) that posted the record.

### 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 10-13-3-38.5: Use of fingerprints for employment or license; retention of fingerprints; requirement to submit to fingerprint background check based on access to confidential tax information](#)
- [IC 25-10: ARTICLE 10. CHIROPRACTORS](#)
- [IC 25-22.5: ARTICLE 22.5. PHYSICIANS](#)
- [IC 25-23: ARTICLE 23. NURSES](#)
- [IC 25-27: ARTICLE 27. PHYSICAL THERAPISTS](#)
- [IC 25-27.5: ARTICLE 27.5. PHYSICIAN ASSISTANTS](#)

- [IC 25-33: ARTICLE 33. PSYCHOLOGISTS](#)
- [IC 31-9-2-22.5: "Conduct a criminal history check"](#)
- [IC 31-19-8-5: Agency report and recommendation; filing requirements; waiver of report](#)
- [IC 31-27-3-3: Application for license; criminal history checks](#)
- [IC 31-27-4-5: Apply for licenses; criminal history checks](#)
- [IC 31-27-5-4: Application for license; criminal history checks](#)
- [IC 31-27-6-2: Application for license; criminal history checks](#)
- [IC 31-28-5.8-5.5: Conduct criminal history check](#)
- [IC 31-34-21-5.5: Reasonable efforts to preserve and reunify families](#)