



DCS Practice SOP

Background Checks

13.15: Fingerprint-Based Checks

Related Policy: [13.15](#)

Effective Date: January 1, 2026

Version: 1

Roles

- Adoption Worker
- Adoption Worker Supervisor
- Division Manager (DM)
- Local Office Director (LOD)
- Central Office Background Check Unit (COBCU)
- Fingerprint-Based Check Requestor

Procedure

Fingerprint-Based Checks are conducted for a specific individual and purpose (including contractors, unlicensed placements, or Foster Family Home [FFH] licensing) and cannot be used for any other purpose.

For reunification or Collaborative Care (CC), Fingerprint-Based Checks are not mandatory; however, the DCS local office may choose to do them for these purposes. The results, along with other case details, will help decide the overall safety of the home (see policies 11.25, 13.14, and related practice SOPs).

Paying for Adoption Fingerprinting

A Regional Director (RD) Appeal must be completed if a prospective adoptive family requests DCS pay for fingerprints. Families must show financial hardship due to at least one (1) of the following:

1. Fixed income (e.g., Pension, Supplemental Security Income [SSI], Supplemental Security Disability [SSDI]);
2. Four (4) or more household members are required to be fingerprinted;
3. Unlicensed relative who is not getting a court ordered or approved per diem and demonstrates financial need; and/or
4. The adoption is of four (4) or more siblings which impacts household expenses.

If an RD Appeal is needed, the Adoption Worker will:

1. Submit the Request for Additional Funding (RAF) form detailing the financial hardship to the Adoption Worker Supervisor for review prior to the expenditure of any funds; and
2. Provide the billing code and fingerprint registration instructions to the prospective adoptive family if the RD appeal is approved.

The Adoption Worker Supervisor will:

1. Review and approve or deny the RD appeal;
2. Submit the RD appeal decision to the DM/LOD for final approval or denial.

The DM/LOD will:

1. Approve or deny the RD appeal; and
2. Send the RD appeal to the RD for approval or denial; and
3. Provide the RD appeal to the Adoption Worker and the Adoption Worker Supervisor.

The RD will:

1. Submit a copy of the RD appeal to the Regional Finance Manager (RFM), if approved; and
2. Notify the DM/LOD of the final determination via written correspondence.

Completing Fingerprint-Based Checks

The individual or agency requesting the Fingerprint-Based Check will:

1. Register the person (age 18 years and older) through the DCS approved fingerprint vendor (see Additional Information for exceptions on fingerprinting, home bound printing, and undocumented individuals);

Note: For Emergency Unlicensed Placements (see Definition), fingerprinting must be completed **within five (5) business days** of the Interstate Identification Index (Triple I Check) call. The Family Case Manager (FCM) is responsible for completing the registration process for the subject of the check at the time of placement (see policy 13.11 and related practice SOP).

2. Give the person a copy of the registration confirmation number and remind them to take the same valid government-issued photo identification (ID) used when registering for fingerprints;

Note: If you are unable to provide the registration confirmation, then provide the appropriately customized step-by-step instructions for registering for fingerprints (see Additional Information).

4. Make sure the person is successfully fingerprinted;

Note: If the Fingerprint-Based Check is being completed for an Emergency Unlicensed Placement and they fail to print **within 15 calendar days** of the Triple I call, the child must be removed. If the fingerprints are “rejected”, they must start the re-print process.

5. Obtain the results of the Fingerprint-Based Check;

Exception: For the purpose of reunification or CC, the COBCU will not provide a Qualified, Disqualified, or Incomplete – Documentation Necessary letter.

6. Place a copy of results in the child’s file and upload them to the case management system; and
7. Provide a copy of the Fingerprint-Based Check status letter to the subject of the check.

Rejected Prints and Reprint Notice

Fingerprints may be “rejected” by the Indiana State Police (ISP) or the Federal Bureau of Investigations (FBI) for various reasons. When fingerprints are rejected, follow the instructions on the Reprint Notice. For each Reprint Notice issued, a reprint appointment must be scheduled. Do not start a new fingerprint registration or there will be a duplicate charge for the cost of printing. Supply the subject of the check a copy of the notice if they will be scheduling their reprint appointment themselves.

Once the necessary number of fingerprint rejections within a certain timeframe has been met, the COBCU will request that a Non-Emergency Name-Based Check be processed.

DCS COBCU will:

1. Evaluate the results of the Fingerprint-Based Check;
2. Provide a fingerprint-based status letter via email to the agency's contact handling all background check material;

Exception: For the purpose of reunification or CC, the COBCU will not provide a Qualified, Disqualified, or Incomplete – Documentation Necessary letter.

3. Provide guidance regarding Incomplete – Documentation Necessary and Disqualified applicants; and
4. Re-evaluate history for Incomplete – Documentation Necessary and Disqualified applicants when given requested documentation and issue a new fingerprint-based status letter when applicable.

Definitions

- [Collaborative Care \(CC\)](#)
- [Contractor](#)
- [Covered Personnel](#)
- [Emergency Unlicensed Placement](#)
- [Non-Emergency Unlicensed Placement](#)

Resources

- [Application for Criminal History Background Check \(SF 53259\)](#)
- [Background Checks for Department of Child Services \(DCS\)](#)
- [Background Check Resources SharePoint](#)
- [Combined Application for Criminal and Child Protection Service \(CPS\) History Searches \(SF 57332\)](#)
- [DCS Adoption \(Special Situations\) Registration/Appointment Instructions for Fingerprinting](#)
- DCS Collaborative Care Fingerprint Registration Instruction in Indiana – available on the [Background Check Resources SharePoint](#)
- DCS Emergency Relative/Kinship Registration Instruction for Fingerprinting in Indiana – available on the [Background Check Resources SharePoint](#)
- [DCS Employment with DCS Contractor/Subcontractor Agency Registration/Appointment Instructions for Fingerprinting](#)
- [DCS Employment with DCS Licensed Child Placing Agency Registration/Appointment Instructions for Fingerprinting](#)
- [DCS Employment with DCS Licensed Group Home Registration/Appointment Instructions for Fingerprinting](#)
- [DCS Employment with DCS Licensed Residential/CCI Facility Agency Registration/Appointment Instructions for Fingerprinting](#)
- [DCS Licensed Child Placing Agency \(LCPA\) Foster Home Licensing Registration/Appointment Instructions for Fingerprinting](#)
- DCS Local Office Foster Home Licensing Registration Instruction for Fingerprinting in Indiana – available on the [Background Check Resources SharePoint](#)
- DCS Non-Emergency Relative/Kinship Registration Instruction for Fingerprinting in Indiana – available on the [Background Check Resources SharePoint](#)

- [DCS Reunification Registration Instruction for Fingerprinting in Indiana – available on the Background Check Resources SharePoint](#)
- [DCS Volunteer with DCS Contractor/Subcontractor Agency Registration/Appointment Instructions for Fingerprinting](#)
- [DCS Volunteer with DCS Licensed Child Placing Agency Registration/Appointment Instructions for Fingerprinting](#)
- [DCS Volunteer with DCS Licensed Group Home Registration/Appointment Instructions for Fingerprinting](#)
- [DCS Volunteer with DCS Licensed Residential/CCI Facility Agency Registration/Appointment Instructions for Fingerprinting](#)
- [Request for Additional Funding \(SF 54870\)](#)
- DCS Ward Adoption Registration Instruction for Fingerprinting in Indiana – available on the [Background Check Resources SharePoint](#)

Additional Information

- [Eligibility Based on Fingerprint Qualification](#)
- [Exceptions to Fingerprinting](#)
- [Fingerprint Qualification Status](#)
- [Home Bound Fingerprinting](#)
- [Registering for Fingerprints](#)
- [Unauthorized Fingerprint-Based Checks](#)
- [Undocumented Individuals](#)

References

- [Policy 2.06 Sharing Confidential Information – Related Practice SOP](#)
- [Policy 11.25 Collaborative Care \(CC\) Host Homes – Related Practice SOP](#)
- [Policy 13.01 Conducting Checks - Licensed Residential Agencies and Child Placing Agencies – Related Practice SOP](#)
- [Policy 13.03 Conducting Checks - DCS Contractors – Related Practice SOP](#)
- [Policy 13.05 Conducting Checks - Non-Emergency Unlicensed Placements – Related Practice SOP](#)
- [Policy 13.07 Conducting Checks - Adoptions – Related Practice SOP](#)
- [Policy 13.09 Conducting Checks - Foster Family Home Licensing – Related Practice SOP](#)
- [Policy 13.11 Conducting Checks - Emergency Unlicensed Placements – Related Practice SOP](#)
- [Policy 13.14 Checks for Reunification – Related Practice SOP](#)