

To change the staff and/or officers at your agency submit the following information and/or documentation:

**A letter on your agency's letterhead to include the following:**

1. The agency's license number. The number is located on agency's license.
2. The new staff and title (i.e. manager, alternate manager, president, treasurer). Identify who the new staff will replace.
3. Include current (within the past three months) criminal history checks.
  - Submit a current expanded or national criminal history check.
  - The criminal history check must be a lifetime search from 18 years to current.
  - If using an entity other than the Indiana State Police to conduct the criminal history search, please ensure that the entity includes the timeframe for the search and meets any other required criteria.
4. Effective date of the change.
5. Signature of manager or owner on the letter (the name must be on record with the Department).

Once the documents are submitted and approved, the Department will update our database to reflect the changes and send a confirmation letter to the agency.

**Submit change request to:**

Bobbie Nelson  
Program Director, PSA  
Division of Home and Community Based Care  
2 N Meridian St., Section 4A 07  
Indianapolis, IN 46204