

## How to locate breath test operator certification dates and certification of records

1. Go to the website: <https://secure.in.gov/apps/isdt/recordsearch/>. There is also a link to this site on ISDT's website (<https://www.in.gov/isdt/2487.htm>).
2. Click on "Operator Certification Search".

The screenshot shows the homepage of the Indiana State Department of Toxicology. The header includes the IN.gov logo and the text "Indiana State Department of Toxicology". Navigation links for "Home" and "Login" are present. A "Welcome" section provides information about instrument and operator certification records. Two search sections are visible: "Instrument Certification Record Search" with an orange "INSTRUMENT CERTIFICATION SEARCH" button, and "Operator Certification Record Search" with a yellow "OPERATOR CERTIFICATION SEARCH" button. The footer contains the text "Indiana State Department of Toxicology | IN.gov Home | Title 260" and the version number "2.2.14".

- 3a. To locate currently certified operators only, begin typing the department name under "Agency". When the department name appears, select it. For "Start Date", choose the current date. Leave "End Date" blank. Click "Search".

The screenshot shows the "Operator Certification Record Search" form. The header is identical to the previous screenshot. The form fields are: "LAST NAME" (text input), "FIRST NAME" (text input), "AGENCY" (text input with "Marion County Sheriff" selected), "CERTIFICATION NUMBER" (text input), and "END DATE" (three dropdown menus for month, year, and day). The "AGENCY" field is highlighted in yellow. Below the form are two buttons: "BACK TO HOME" and "SEARCH". The footer contains the text "Indiana State Department of Toxicology | IN.gov Home | Title 260" and the version number "2.2.14".

3b. To locate previously and currently certified operators for a specific department, begin typing the department name under “Agency”. When the department name appears, select it, leave the date range blank, and then click “Search”.

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### Operator Certification Record Search

LAST NAME:

FIRST NAME:

AGENCY:

MARION COUNTY SHERIFF

CERTIFICATION NUMBER:

END DATE:

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4. Certification and expiration dates are listed along with the operator name and certification number. To view the certification information for a particular operator, click “View”. There is no way to sort or export the data directly from the program.

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### Operator Certification Record Search

LAST NAME:

FIRST NAME:

AGENCY:

CERTIFICATION NUMBER:

START DATE:

END DATE:

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CERTIFICATION NUMBER	CERTIFICATION DATE	EXPIRATION DATE	OPERATOR NAME	AGENCY	ACTION
[REDACTED]	03/03/2018	03/31/2020	[REDACTED]	Marion County Sheriff	<a href="#">VIEW</a>
[REDACTED]	09/19/2018	09/30/2020	[REDACTED]	Marion County Sheriff	<a href="#">VIEW</a>