

## FOR OFFICIAL USE ONLY

### INDIANA

#### REQUIRED FORMS

- Indiana State Police Criminal History Information Form

#### INSTRUCTIONS FOR SUBMISSION

- The subject of the investigation must complete the Indiana State Police Criminal History Information Form. This form is required to search the Indiana State Criminal Repository and fulfill the requirements of Public Law 101-647.
- Note: Leave the following fields blank:
  - PRINT Name of Requestor
  - Signature of Requestor
  - Requestor Date

***Please note: A separate Criminal History Information Form is required for each name/AKA name submitted.***

#### REQUIRED FIELDS

- Please ensure all required fields on the form is complete, otherwise, this could result in a return of the form from the state repository

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**Indiana State Police**  
**Criminal History Information**  
**Limited Criminal History**  
**& Fee Exemption**  
**317-233-5424**  
**www.IN.gov/ISP**

**ID Billing Number**  
**Or Customer ID #**

00000126

\* This agency is requesting disclosure of your Social Security Number in accordance with IC 4-1-8-1; disclosure is voluntary and you will not be penalized for refusal.

**PLEASE TYPE OR PRINT ALL INFORMATION.**

**RECORD CHECK ON:**


**Last Name**

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**First Name**

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**M.I.**

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**Social Security Number\***


**Place of Birth**

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**Date of Birth MM / DD / YYYY**

M = Male  
 F = Female

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**Sex**

W = White      B = Black  
 U = Unknown    M = Multi Racial  
 I = American Indian Alaskan  
 A = Asian / Pacific Islander

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**Race**

**REASON FOR SEARCH**

Employment

Private Adoption, Employment,  
 Licensing (type), etc.

( 724 ) 794-5612

**Daytime Telephone Number**

Name **(where this response will be sent)**

Defense Counterintelligence and Security Agency

Mailing Address (*number and street*)

1137 Branchton Road, PO Box 618

City, State, ZIP Code

Boyers, PA 16018

**ATTENTION:** Childcare Techs

**Limited Criminal History Information – Reason for Request**

The cost is \$7.00. Mark an "X" in one box below for this request.  
 Certified check or money order must be enclosed if request is mailed.  
**Money orders will be accepted in person.**

- (1)  Has applied for employment with a non-criminal justice organization or individual;
- (2)  Has applied for a license or is maintaining a license; and has provided criminal history data as required by law to be provided in connection with the license.
- (3)  Employment with a state or local governmental entity.
- (4)  Is a candidate for public office or a public official;
- (5)  Is in the process of being apprehended by a law enforcement agency;
- (6)  Is placed under arrest for the alleged commission of a crime;
- (7)  Has charged that his rights have been abused repeatedly by criminal justice agencies;
- (8)  Is the subject of judicial decision or determination with respect to the setting of bond, plea bargaining, sentencing, or probation;
- (9)  Has volunteered services that involve contact with, care of, or supervision over a child who is being placed, matched, or monitored by a social services agency, or a nonprofit corporation;
- (10)  Is employed by an entity that seeks to enter into a contract with a public school (as defined in IC 20-10.1-1-2) or a non-public school (as defined in IC 20-10.1-1-3), if the subject of the request is expected to have direct, ongoing contact with school children within the scope of the subject's employment;
- (11)  Has volunteered services at a public school (as defined in IC 20-10.1-1-2) or non-public school (as defined in IC 20-10.1-1-3) that involve contact with, care of, or supervision over a student enrolled in the school; Student Teacher IC 5-2-5-5.
- (12)  Is being investigated for welfare fraud by an investigator of the Division of Family Resources, or a county office of the Division of Family Resources;
- (13)  Is being sought by the parent locator service of the Child Support Bureau of the Division of Family Resources;
- (14)  Is or was required to register as a sex and violent offender under IC 5-2-12; or
- (15)  Has been convicted of any of the following:
  - (A) Rape (IC 35-42-4-1), if the victim is less than eighteen (18) years of age.
  - (B) Criminal deviate conduct (IC 35-42-4-2), if the victim is less than eighteen (18) years of age.
  - (C) Child molesting (IC 35-42-4-3).
  - (D) Child exploitation (IC 35-42-4-4(b)).

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- (E) Possession of child pornography (IC 35-42-4-4(c)).
- (F) Vicarious sexual gratification (IC 35-42-4-5).
- (G) Child solicitation (IC 35-42-4-6).
- (H) Child seduction (IC 35-42-4-7).
- (I) Sexual misconduct with a minor as a *Class A or Class B* felony (IC 35-42-4-9).
- (J) Incest (IC 35-46-1-3), if the victim is less than eighteen (18) years of age.
- (K) Attempt under IC 35-41-5-1 to commit an offense listed in clauses (A) through (J).
- (L) Conspiracy under IC 35-41-5-2 to commit an offense listed in clauses (A) through (J).
- (M) An offense in any other jurisdiction in which the elements of the offense for which the conviction was entered are substantially similar to the elements of an offense described under clauses (A) through (J).

**A Subject**

- (16)  is identified as a possible perpetrator of child abuse or neglect in an assessment conducted by the department of child services under IC 31-33-8; or
- (17)  is:
- (A) a parent, guardian or custodian of a child; or
  - (B) an individual who is at least eighteen (18) years of age and resides in the home of the parent, guardian or custodian; with whom the department of child services or a county probation department has a case plan, dispositional decree, or permanency plan approved under IC 31-34 or IC 31-37 that provides for reunification following an out-of-home placement.

**REASON FOR NO FEE REQUEST**

**Before checking any box below read the defined Indiana Code IC 10-13-3-36**

- A.  Has been in existence for ten (10) years and has a primary purpose of providing an individual relationship for a child with an adult volunteer, if the request is made as part of a background investigation of a prospective adult volunteer for the organizations; (i.e. Big Brothers & Big Sisters)
- B.  Home Health Agency (Copy of license must accompany this request).
- C.  Community mental retardation and other developmental disabilities centers, for purposes of IC 12-29. (Copy of CARF Certificate must be submitted with this request).
- D.  Is a supervised group living facility licensed under IC 12-28-5.
- E.  An area agency on aging designated under IC 12-10-1.
- F.  Community action agency (as defined in IC 12-14-23-2).
- G.  Owner operator of a hospice program licensed under IC 16-25-3.
- H.  Community mental health center (as defined in IC-7-2-38).
- I.  Department of Child Services (as defined in IC 1-13-3-27-5).
- J.  Is a School Corporation, Special Education Cooperative, or Nonpublic School (as defined in IC 20-18-2-12).
- K.  (1) The church or religious society is a religious organization exempt from federal income taxation under Section 501 of the Internal Revenue Code;  
(2) The request is made as part of a background investigation of a prospective or current adult volunteer; and  
(3) The employee or volunteer works in a nonprofit program or ministry of the church or religious society, including a child care ministry registered under IC 12-17.2-6.

**WARNING PENALTY FOR MISUSE**

A non-criminal justice organization or individual receiving a limited criminal history may not utilize it for purposes other than those stated in the request or which deny the subject any civil right to which the subject is entitled. IC 10-13-3-27: Any person who uses limited criminal history for any purpose not specified in the request commits a Class A misdemeanor offense.

**I affirm, under penalty of perjury, that the Limited Criminal History Information requested will be used as specified.**

\_\_\_\_\_  
**PRINT Name of Requester**

\_\_\_\_\_  
**Signature of Requester**

\_\_\_\_\_  
**Date (month, day, year)**

**We accept certified checks and money orders in person only. "NO" personal checks.**

All checks made payable to the **STATE OF INDIANA.**

Mail request to:

Indiana State Police, Criminal History Limited Check

P.O. Box 6188

Indianapolis, Indiana 46206-6188