

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 2 : Administration of Child Welfare	Effective Date: December 1, 2015
	Section 9: Verifying Identity	Version: 3

POLICY [REVISED]

The Indiana Department of Child Services (DCS) will verify the identity of an adult or a child prior to conducting a background check on the individual.

Prior to placing a child in the home of a relative, DCS will verify the relationship between the child and said relative.

Code References

N/A

PROCEDURE

To verify the identity of an adult or a child who is a United States (U.S.) Citizen, the Family Case Manager (FCM) will ask to see a valid, government-issued photo identification (ID). See Related Information for details.

[REVISED] To verify the identity of an adult or a child who is a documented immigrant, the FCM will ask to see any available original government-issued documentation, such as a **Passport**, driver's license, Permanent Residence Card ("Green Card"), etc.

To verify the identity of an adult or a child who is an undocumented immigrant, the FCM will:

1. Ask to see any available documentation, such as the Matricula Consular and other Consulate-issued identification, etc;
2. **[NEW]** Ask to see the person's Individual Tax Identification Number (ITIN); and
3. **[NEW]** Make a Permanency and Practice Support referral in Kidtraks for International and Cultural Affairs to assist in locating vital documents that are required to verify identity. See separate policy, 2.22 International and Cultural Affairs.

To verify the relationship between a child and relative prior to placing the child with said relative, the FCM will:

1. Provide the said relative with a copy of the [SF 52727 Statement of Attestation by Relative Regarding Relationship](#) ;
2. Obtain a signature from said relative and sign the form as a witness;
3. Place a copy of the signed form in the child's case file; and

[NEW] Note: When placing a child with a relative who is a foreign national or if human trafficking is suspected, the FCM must obtain a copy of the relative's birth certificate to verify the relationship with the child.

4. **[REVISED]** Enter the relationship of the child and relative in the Management Gateway for Indiana's Kids (MaGIK). See separate policy, [8.42 Verifying Citizenship and Immigration Status](#).

PRACTICE GUIDANCE

If unable to verify the identity for the child and further involvement is warranted, request the child's birth certificate/social security card. Otherwise, notify the FCM Supervisor of the inability to verify the child's identity, and document the request to the family to produce valid identification.

[NEW] Verifying the Identity of an Illegal Alien (Undocumented Immigrant)

It is important to be aware of how different cultures communicate. Children and family members may refer to adult non-relatives in their lives as "Husband", "Wife", "Aunt", or "Uncle" when they are not actually blood relatives. FCMs should always verify the identity of all individuals as to not make a mistake in identity and cause further trauma to the child. This is important in all cases including human trafficking cases when children are being told to say things that are not true about individuals who may be trafficking them. See separate policy, [8.42 Verifying Citizenship or Immigration Status](#) and [2.21 Human Trafficking](#) for additional information.

[NEW] International and Cultural Affairs (ICA) Resources

ICA information is available on the [Permanency and Practice Support Sharepoint](#). This information includes documents and additional information on services provided by ICA. The Permanency and Practice Support SharePoint serves as a resource for FCMs and other DCS staff seeking information to help improve services to multicultural populations and families (e.g., immigrant; tribal; sensory-impaired; Lesbian, Gay, Bi-Sexual, Transgender, Questioning [LGBTQ]; military) by honoring the diversity of cultures and perspectives constituting the Indiana child welfare population. An email inbox is available to obtain guidance from an ICA liaison (Internationalandculturalaffairs@dcs.in.gov). Questions that may be sent to the email inbox include questions regarding service providers for interpreter services. Emergency situations that require immediate attentions should not be emailed to the inbox.

FORMS AND TOOLS

1. [SF 52727 Statement of Attestation by Relative Regarding Relationship](#)
2. [SF 54251 Statement of Attestation by Relative Regarding Relationship \(Spanish\)](#)

RELATED INFORMATION

Government-Issued Identification for Children

For children who are of legal driving age (16 in Indiana), ask to see a valid driver's license or learner's permit. For children who are younger than legal driving age, ask to see a school- issued identification card.

Child Does Not Have Government-Issued Photo ID

If a child does not have a government-issued photo ID, ask to see any available photo ID (e.g., community pool pass photo ID, etc.) and a copy of the child's social security card or original birth certificate.

Child Does Not Have a Photo ID

If a child does not have a photo ID, ask to see two (2) forms of government-issued identification, such as a social security card AND a birth certificate.

Government-Issued Identification for Non-Drivers

For persons of legal driving age who do not drive, ask to see a state government-issued identification card.

Illegal Alien (Undocumented Immigrant)

For an individual who is an illegal alien (undocumented immigrant) and does not have any form of identification, a request should be made for the individual to provide some type of written documentation verifying personal demographics (e.g., proof of employment in writing, lease or contract). The information received may be used to assist in the assessment of whether the individual has the ability to care for the child.

[REVISED] Child Placed with Relative

Identifying the relationship between the child and the placement provider and documenting it in MaGIK will maximize funding to DCS. Documenting the relative relationship in MaGIK is important information used to determine eligibility for federal funding, which covers the costs of substitute care and administrative expenditures.