

## **Intern and Volunteer Application Process**

### **Step 1**

Complete an IDHS Intern/Volunteer Application, including references, and return it to:  
IDHS Intern/Volunteer Coordinator via email at [jalee@dhs.in.gov](mailto:jalee@dhs.in.gov), or via US mail to:

Indiana Department of Homeland Security  
Attn: Intern/Volunteer Coordinator  
302 W. Washington Street, E208  
Indianapolis, IN 46204

The IDHS Intern/Volunteer Coordinator will contact you to discuss details.

### **Step 2**

If preliminary acceptance is given, you will be asked to conduct an interview with  
the IDHS Intern/Volunteer Coordinator.

### **Step 3**

Complete a background check form including your driver's license # and date of birth and email to:

[jalee@dhs.in.gov](mailto:jalee@dhs.in.gov), or via US mail to:

Indiana Department of Homeland Security Attn: Intern/Volunteer Coordinator  
302 W. Washington Street, E208  
Indianapolis, IN 46204

Pass background checks including the Limited Criminal History Background Check, Sex  
Offender Registry and Bureau of Motor Vehicles completed by IDHS Human Resources.

### **Step 4**

If accepted:

Complete an IDHS Orientation  
Internship or volunteer work would begin.