

CPS Background Screen
Frequently Asked Questions
12/2010

All of the instructions highlighted below are also in the complete instruction packet.

The form indicates it is to be Typed or Printed in all capital letters.

For those of you who will have those subjects sitting with you at your desk as you complete forms such as employees, and volunteers, you are to type all of section A and section B, print off the form and have the applicant sign.

Those others that must go to the applicant's home for a home visit, you are to type all of Section A and print off the form and then have the applicant, or applicant's representative if a minor, complete Section B by printing in all Capital Letters.

Under no condition should a CPS request be sent in without Questions 3-8 typed on the form.

Question 3-If you have a contract with Indiana DCS to provide services or if your agency is licensed through DCS, you are to mark "Agency Licensed/Contracting with Indiana Department of Child Service" and type your agency name as it appears on your contract or residential license in the blank. You are not an "other"

Question 10-Relationship to applicant. Since Section B is to be completed by the applicant (Subject of the Check) the correct answer is either Self (when not a minor) or when the subject of the check is a minor the relationship between the signor and the subject of the check is to be indicated (for example, mother, father, grandmother). N/A or none is not an acceptable relationship. Nor is leaving the question blank.

Question 13-Typed or printed name of the applicant or the applicant's legal representative (as signed above)- This is to be printed or typed EXACTLY as signed in #9. If signed by a minor's representative, this should not be the subject of the checks name but the printed name of the person who signed the release. The signature should be a legal name and the printed name should be exactly as signed letter per letter.

Question 16-Full Residential Address-This address MUST include city, state and zip code.

Question 18-List all Indiana Counties of residency beginning with the most recent in 18a and preceding to the oldest. Provide month and year of begin and ending of residency beside each county- The previous version of this form was set up in a totally different manner. You could not enter dates of residency prior to 1998 unless you wanted those dates searched and you sent it to the local DCS office instead of Central Office. **This version the instructions are different.**

"XYZ County" with the dates is an example only.

Start with your current or most recent Indiana residency in 18a-located to the right of the example. Then proceed to 18b which is the line below and to the left and then 18c and so forth until all Indiana counties of residency are listed. Work left to right.

Unless the box in question 22 is marked that records are checked prior to 1998 by the DCS office completing the form, checks for years prior to 1998 will not be included in the search regardless of how many years the applicant provides.

If you want the years prior to 1998 search the request must go to the local DCS office of interest but regardless of the years provided every county and central office can check 1998 to present.

Question 19-Has applicant ever used an alias, including different first, middle, or last name or combination of names in lifetime? Answer YES or NO- regardless if names are completed in 19a - 19e, the question must still be answered. Double check that the applicant does not answer No then write

names in 19a-19e or vice versa. Additionally, maiden names may also require the middle name at birth if the applicant has changed her middle name to use her maiden name as middle name presently.

Section C - Double check that nothing is answered in section C when submitting the form for completion. These are to be completed only by DCS staff.

If you have any questions, please address them to background.checkunit@dcs.in.gov