STAFF CHANGE

To change the staff and/or officers at your agency submit the following information and/or documentation:

A letter on your agency’s letterhead to include the following:

1. The agency’s license number. The number is located on agency’s license.

2. The new staff and title (i.e. manager, alternate manager, president, treasurer). Identify who the new staff will replace.

3. Include current criminal history checks.
   a. Submit a current expanded or national criminal history check.
   b. The criminal history check must be a lifetime search.
   c. If using an entity other than the Indiana State Police to conduct the criminal history search make sure that entity has the timeframe for the search on the report.

4. Effective date of the change.

5. Signature of manager or owner on the letter (the name must be on record with the Department).

Once the above mentioned documents are submitted and approved, the Department will update our database to reflect the changes and send a confirmation letter to the agency.

Submit change request to:

Darlene Earls
Program Director, PSA
Indiana State Department of Health
Acute Care Division
2 N Meridian St., Section 4A 07
Indianapolis, IN 46204