



RELEASE FOR CRIMINAL HISTORY BACKGROUND CHECK

As a provider of service to children and a recipient of federal funds, The Caring Place is required to obtain criminal background checks for all new employees and volunteers. This must be completed before starting work or volunteering with the agency.

I, _____, give The Caring Place permission to request a criminal history background check on me from the Indiana State Police. I understand that this procedure must be done before I can start volunteering/working at The Caring Place.

By signing this release I understand I am required to notify the Volunteer Coordinator or immediate supervisor within 48 hours of any change in criminal status. Any conviction for child abuse/neglect must be reported immediately to the Volunteer Coordinator or immediate supervisor.

Signature of New Staff/Volunteer

Date

Executive Director or Designee

Date



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

ID Billing Number
 Or Customer ID #
 89683479

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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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
Employee/Volunteer
Non Profit Agency
 Private Adoption, Employment,
 Licensing (type), etc.

(219) 464-0840
 Daytime Phone Number *Y100*

WE MOVED! *(be sent)*

Please use our new address:
150 Lincolnway Suite #3002
Valparaiso, IN 46383

ATTENTION: *Sara Heindold*

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.
 Cash will be accepted only in person. [Correct Change]

- (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)).
 - (E) Possession of child pornography (IC 35-42-4-4(c)).
 - (F) Vicarious sexual gratification (IC 35-42-4-5).

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- (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 check, money order, and cash 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