

**NATIONAL
CRIMINAL
HISTORY**

**SEARCH BASED ON FINGERPRINTS
INDIANA SEARCH AND FBI SEARCH**

TWO TYPES:

1. **VOLUNTEERS - \$33.00**
2. **EMPLOYEES - \$39.00**

**REQUESTER WILL NOT SEE THE INDIVIDUAL'S RECORD
THEY WILL RECEIVE A WRITTEN RESPONSE FROM I.S.P.**

APPLICANT FINGERPRINT CARD SUBMISSION

For

**VOLUNTEERS OF
QUALIFIED ENTITIES****I.C. 10-13-3-39****I. Submit Fingerprint Card:**

- 1) Request must be made on letterhead of Qualified Entity
- 2) Must be on card supplied by FBI
- 3) Card must be completely filled out
- 4) Card must have reason and word volunteer
- Example: NCPA - VCA

II. Submit payment:

- 1) Thirty-three dollars (\$33.00) per request
 - a) Money Order, or Certified Check
 - b) Make Certified Check Or Money Order To: **State Of Indiana**
 - c) **No Personal Checks Will Be Accepted**

III. Mail Fingerprint Card and Payment To:

**Inez Ford
Indiana State Police
Central Repository
100 N. Senate Ave., Room N302
Indianapolis, Indiana 46204**

IV. Processing:

- 1) ISP will run fingerprints through their system
- 2) ISP will then forward card to the FBI
- 3) The FBI will respond direct to Indiana State Police
- 4) ISP will forward response to qualified entity

V. Reminder:

You may not disseminate any response information

If you have any questions, please contact **Inez Ford** at telephone number (317)234-2717.

APPLICANT FINGERPRINT CARD SUBMISSION
For
EMPLOYEES OF
QUALIFIED ENTITIES
I.C. 10-13-3-39

I. Submit Fingerprint Card:

- 1) Must be on card supplied by FBI
- 2) Card must be completely filled out
- 3) Card must have reason
- Example: NCPA – VCA

II. Submit payment:

- 1) Thirty-nine dollars (\$39.00) per request
 - a) Money Order, or Certified Check
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If you have any questions, please contact **Inez Ford** at telephone number (317)234-2717.

STATE OF INDIANA

INDIANA STATE POLICE

INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE
INDIANAPOLIS, INDIANA 46204-2259
www.state.in.us/isp

RECORDS DIVISION
APTN: SYSTEM TESTING
INDIANA STATE POLICE
INDIANAPOLIS, IN 46204-0000

Date of Inquiry: 11/19/2003
Receipt Number: 4883321
Amount of Payment: \$ 39.00
Entered By: FORDINEZ

TO WHOM IT MAY CONCERN:

The results of a National Criminal History Background Check that complies with the National Child Protection Act as amended by the Volunteers For Children Act, 42 U.S.C. 5119a and Indiana Code 10-13-3-39, demonstrates that TEST RECORD does NOT have a disqualifying conviction as provided by Indiana Code 20-5-2-8.

FRED PRYOR, Major
Records Division Commander

Please be advised that the watermark seal of the State of Indiana verifies that this document is in fact the original obtained on the above date.

INTEGRITY . SERVICE . PROFESSIONALISM

Indiana Code 10-13-3

IC 10-13-3-39**Department authorized agency for national criminal history****background check**

Sec. 39. (a) The department is designated as the authorized agency to receive requests for, process, and disseminate the results of national criminal history background checks that comply with this section and 42 U.S.C. 5119a.

(b) A qualified entity may contact the department to request a national criminal history background check on any of the following persons:

(1) A person who seeks to be or is employed with the qualified entity. A request under this subdivision must be made not later than three (3) months after the person is initially employed by the qualified entity.

(2) A person who seeks to volunteer or is a volunteer with the qualified entity. A request under this subdivision must be made not later than three (3) months after the person initially volunteers with the qualified entity.

(c) A qualified entity must submit a request under subsection (b) in the form required by the department and provide a set of the person's fingerprints and any required fees with the request.

(d) If a qualified entity makes a request in conformity with subsection (b), the department shall submit the set of fingerprints provided with the request to the Federal Bureau of Investigation for a national criminal history background check for convictions described in IC 20-5-2-8. The department shall respond to the request in conformity with:

(1) the requirements of 42 U.S.C. 5119a; and

(2) the regulations prescribed by the Attorney General of the United States under 42 U.S.C. 5119a.

(e) This subsection applies to a qualified entity that:

(1) is not a school corporation or a special education cooperative; or

(2) is a school corporation or a special education cooperative and seeks a national criminal history background check for a volunteer.

After receiving the results of a national criminal history background check from the Federal Bureau of Investigation, the department shall make a determination whether the applicant has been convicted of an offense described in IC 20-5-2-8 and convey the determination to the requesting qualified entity.

(f) This subsection applies to a qualified entity that:

(1) is a school corporation or a special education cooperative; and

(2) seeks a national criminal history background check to determine whether to employ or continue the employment of a certificated employee or a noncertificated employee of a school corporation or an equivalent position with a special education cooperative.

After receiving the results of a national criminal history background check from the Federal Bureau of Investigation, the department may exchange identification records concerning convictions for offenses

described in IC 20-5-2-8 with the school corporation or special education cooperative solely for purposes of making an employment determination. The exchange may be made only for the official use of the officials with authority to make the employment determination. The exchange is subject to the restrictions on dissemination imposed under P.L.92-544, (86 Stat. 1115) (1972).

As added by P.L.2-2003, SEC.4.

(b) A school corporation or entity may use information obtained under section 7 of this chapter concerning an individual's conviction for one (1) of the following offenses as grounds to not employ or contract with the individual:

- (1) Murder (IC 35-42-1-1).
 - (2) Causing suicide (IC 35-42-1-2).
 - (3) Assisting suicide (IC 35-42-1-2.5).
 - (4) Voluntary manslaughter (IC 35-42-1-3).
 - (5) Reckless homicide (IC 35-42-1-5).
 - (6) Battery (IC 35-42-2-1) unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
 - (7) Aggravated battery (IC 35-42-2-1.5).
 - (8) Kidnapping (IC 35-42-3-2).
 - (9) Criminal confinement (IC 35-42-3-3).
 - (10) A sex offense under IC 35-42-4.
 - (11) Carjacking (IC 35-42-5-2).
 - (12) Arson (IC 35-43-1-1) unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
 - (13) Incest (IC 35-46-1-3).
 - (14) Neglect of a dependent as a Class B felony (IC 35-46-1-4(b)(2)) unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
 - (15) Child selling (IC 35-46-1-4(d)).
 - (16) Contributing to the delinquency of a minor (IC 35-46-1-8) unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
 - (17) An offense involving a weapon under IC 35-47 or IC 35-47.5 unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
 - (18) An offense relating to controlled substances under IC 35-48-4 unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
 - (19) An offense relating to material or a performance that is harmful to minors or obscens under IC 35-49-3 unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
 - (20) An offense relating to operating a motor vehicle while intoxicated under IC 9-30-5 unless five (5) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
 - (21) An offense that is substantially equivalent to any of the offenses listed in this subsection in which the judgment of conviction was entered under the law of any other jurisdiction.
- (c) An individual employed by a school corporation or an entity described in subsection (a) shall notify the governing body of the

school corporation if during the course of the individual's employment the individual is convicted in Indiana or another jurisdiction of an offense described in subsection (b).

As added by P.L.155-1997, SEC.2. Amended by P.L.197-1999, SEC.1; P.L.1-2002, SEC.77; P.L.123-2002, SEC.24.

IC 10-13-3-16**"Qualified entity"**

Sec. 16. (a) As used in this chapter, "qualified entity" means a business or an organization, whether public, private, for-profit, nonprofit, or voluntary, that provides care or care placement services.

(b) The term includes a business or an organization that licenses or certifies others to provide care or care placement services.

As added by P.L.2-2003, SEC.4.

IC 10-13-3-2

"Care"

Sec. 2. As used in this chapter, "care" means the provision of care, treatment, education, training, instruction, supervision, or recreation to children less than eighteen (18) years of age.

As added by P.L.2-2003, SEC.4.

PROCEDURED FOR OBTAINING YOUR FINGERPRINTS

Step 1. **DO NOT ATTEMPT TO TAKE YOUR OWN FINGERPRINTS.** Take the blue fingerprint card to any Law Enforcement Agency for fingerprinting.

You may want to call ahead and set up a time to have your fingerprints taken. Please inform the Law Enforcement Agency that these prints are required by law and must be of **HIGH QUALITY** for the FBI to accept.

Step 2. Print legibly the following area on the fingerprint card:

- A. Write your signature in the specified area on your fingerprint card.
- B. Print your full address including your zip code.
- C. Reason Fingerprinted: NCPA-EMPLOYMENT
- D. Print your Last Name, First Name and Middle Initial.
- E. Print any Alias Names (married females-maiden name)
- F. Date of Birth
- G. Sex, Race, height, Weight, Eye Color, Hair Color
- H. Place of Birth (State)
- I. Social Security Number

Step 3. Purchase a Money Order or Cashiers Check or **Business check**

- A. Fill out Money Order or Cashiers Check completely.
- B. Make Fee Payable to **THE STATE OF INDIANA**
- C. **NO PERSONAL CHECKS WILL BE ACCEPTED**

Step 4. Fill out the opposite side of this form completely.

Step 5. Mail in your fingerprint card (**do not fold or crease the card**), the fee of **\$39.00**, and this form on to the following address:

**Indiana State Police
Attn: Inez Ford
IGCN, Room N302
100 N. Senate Avenue
Indianapolis, IN 46204-2259**

FOR FINGERPRINT QUESTIONS; Contact Inez Ford at (317) 234-2717

(PLEASE TYPE OR PRINT ALL INFORMATION)

NAME OF SUBJECT:		TELEPHONE # () _____	
LAST NAME	FIRST NAME	M.I.	
DATE OF BIRTH	SEX	RACE	SOCIAL SECURITY NUMBER
SIGNATURE			DATE

REQUESTING AGENCY:
_____ PRINTED NAME OF ADMINSTRATOR
_____ SIGNATURE OF ADMINISTRATOR
ADDRESS:
PHONE NUMBER:



Date: July 2, 2007

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TO: IN Assoc. for Home & Hospic Care / Bob Markette

FROM: Inez Ford (317-234-2717)

ATTN: Todd Stallings

FAX #: ~~317-575-8751~~ 317-704-2410

SUBJECT: Federal Background Checks

My e-mail address is iford@isp.in.gov