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May 7, 2018

To: Indiana Department of Education

From: Indiana Department of Child Services

Effective Friday, May 25, 2018 at 4:30 pm EST, Department of Child Services (DCS), Central Office Background Check Unit (COBCU) will no longer accept requests for CPI searches on the Indiana School Personnel Request for an Expanded Child Protection Index Check, SF 56025. This form will also be removed from the State's form catalog and deactivated from the COBCU website. Please discontinue the use of the form as of this date and time indicated. Additionally the e-mail address previously used to submit CPI request forms to COBCU will be deactivated on or around May 25, 2018.

COBCU will begin accepting submissions of CPI search requests through the CPI/CPS Portal electronically as of Monday, June 4, 2018 at 8:00 am EST.

Please plan accordingly, as COBCU will not accept any CPI requests after Friday, May 25, 2018 at 4:30p m EST and before Monday, June 4, 2018 at 8:00 am EST. Requests received by COBCU, regardless of manner of delivery, after the Friday, May 25, 2018 deadline will be returned unprocessed.

For additional information please visit <https://www.in.gov/dcs/2363.htm> for additional details. This website will be updated with more details as they become available.



Protecting our children, families and future