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[www.in.gov/dcs](http://www.in.gov/dcs)

**Child Support Hotline: 800-840-8757**  
**Child Abuse and Neglect Hotline: 800-800-5556**

March 6, 2018

Risa A. Regnier  
Director, Educator Licensing  
Indiana Department of Education

Ms. Regnier,

In the coming months, the Indiana Department of Child Services will be moving to an online submission portal for Expanded Child Protection Index (CPI) searches. All employees of Indiana schools that are required to complete a CPI search for Indiana will no longer be using the Department of Child Services' State Form 56025, Indiana School Personnel Request for a CPI check. Additionally, the CPI checks for other employees and volunteers of Indiana Schools that are not statutorily required, but are still being requested by the school, will also be submitted using the electronic submission portal.

In this new process, the requesting agency (School Corporation or third party vendor) will initiate the process for a CPI search through the online submission portal. Each requesting agency will need to register with the DCS as part of the portal. After being registered, the requesting agency will complete enter data for the applicant. Once the requesting agencies portion is complete, an e-mail will be sent to the applicant of the check requesting they log into the portal to complete the remaining fields as to their personal information. During each step of the process both the requestor and the subject will receive e-mail communications regarding the status of the check.

The requesting agency will also be able to log into the system and see all previous requests that they have submitted in one location, simplifying the process. Upon completion of the individual checks, an e-mail will be sent to the applicant and the requestor who will then log into the electronic portal to view the request as well as print hardcopies of the results, if appropriate.

The intent of this portal is to assist in eliminating duplicate, incorrect, and incomplete submissions to DCS, which has historically been a barrier to efficient processing and timely requests. At a future date, all CPI checks completed by the Indiana Department of Child Services will be required to be submitted through the electronic portal and paper forms will no longer be accepted.

For additional information and updates, please visit the DCS Background Check webpage at <http://www.in.gov/dcs/2363.htm>.

Thank you very much and please let us know if you have any further questions.



*Protecting our children, families and future*

*Don Travis*

Deputy Director

Juvenile Justice Initiatives and Support

Indiana Department of Child Services

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