# EXPANDED CRIMINAL HISTORY CHECK AND EXPANDED CHILD PROTECTION INDEX CHECK REQUIREMENTS CHECKLIST

The following checklist must be completed before or not later than three (3) months after employment:

**[Choose Option A or Option B]**

**[ ] Option A:**

____ a background check by a consumer reporting agency regulated under 15 U.S.C. 1681 et seq. that does not include a written, oral, or other communication of information concerning the individual's credit score, creditworthiness, credit standing, or credit capacity, but does include a:

1. verification of the applicant's identity;

2. search of all names associated with the applicant;

3. search of the records maintained by all counties in Indiana in which the individual who is the subject of the background check resided;

4. search of the records maintained by all counties or similar governmental units in another state, if the individual who is the subject of the background check resided in another state;

5. search of United States District Court records from the districts in which the applicant resided;

6. check of sex offender registries in every state or the national sex offender registry maintained by the United States Department of Justice; and

7. multi-state criminal data base search.

**[OR]**

**[ ] Option B:**

____ a national criminal history background check; and

____ a check of either:

1. the sex offender registries in all fifty (50) states; or

2. the national sex offender registry maintained by the United States Department of Justice.

**[In addition to Option A or B above, the following:]**

____ make an inquiry with the Department of Child Services as to whether an individual has been the subject of a substantiated report of child abuse or neglect and is listed in the child protection index established under IC 31-33-26-2;

____ make an inquiry with the child welfare agency of each state in which the individual has resided since the individual became eighteen (18) years of age as to whether there are any substantiated reports that the individual has committed child abuse or neglect; and

____ for a certificated employee, make an inquiry with the department of education or other entity that may issue a license to teach of each state in which the individual has resided since the individual became eighteen (18) years of age as to whether the individual has ever had a teaching license suspended or revoked.

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