

## Frequently Asked Questions

### 1. What documentation do we need to have in our folder for employee background checks?

#### a) IDACS report

A letter from the Agency Head must be submitted to:

**IDACS Committee Chairman**  
**Indiana State Police**  
**IGCN \* 100 North Senate Avenue**  
**Indianapolis, IN 46204-2259**

The letter must be accompanied by copies of the local, state, or federal statute that empowers the agency. This documentation will be reviewed by State Police Legal authority and then submitted to the F.B.I. for final approval.

#### b) BMV history

IDOC will accept the information provided in the IDACS report in-place of a report from the BMV.

#### c) Sex and Violent Offender documentation

<http://www.icrimewatch.net/indiana.php> - State  
<http://www.familywatchdog.us> - National

The name of the new employee should be typed into one of these pages; they will both be sufficient documentation that you performed the search. You will need to print the results and provide them in your employees' folder.

#### d) Department of Child Services

<http://www.in.gov/dcs/2363.htm>

You will need to have the DCS background check form SF52802 for each employee.