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**If you identify information that is outdated, please notify us at [CHC@cns.gov](mailto:CHC@cns.gov).**

### *Indiana is an open records state.*

Some form of criminal history information is open to the public in “open records” states. In “closed records” states, access to criminal history information is not generally available to the public, but is available to authorized entities (e.g. law enforcement agencies).

## Contact Information

Indiana State Police, Records Division  
<http://www.in.gov/ai/appfiles/isp-lch/>  
Phone number: 317-233-2010

## State Checks

General Information on State Checks:

- While two options for types of state checks are listed below, name-based and fingerprint-based, only one type of state check is required. CNCS does not recommend one of these checks over the other. Either the name-based state check or the fingerprint-based state check is acceptable.
- Please note that to be in compliance with CNCS requirements, recipients may have to conduct checks in up to two states: the state of service/work check on individuals in covered positions, as well as a state of residence check (i.e. if the state of residence is different from the state of service/work at the time of application).

### Name-Based State Checks

**Available from:** Indiana State Police, Records Division

**What is released:** The ISP LCH will return findings where the accused is charged with any misdemeanor or felony arrests that are less than one year old, and any misdemeanor or felony arrests over one year old that have rendered a disposition from the courts. Record results identify the accused, summarizes names, aliases, arrest dates, charges and dispositions.

**Cost:** The non-IN.gov Subscriber cost is \$16.32 per search. IN.gov Subscribers are charged \$15 per search and Government Agencies charged \$7.00 per search. With an ISP Waiver from Fee Exemption, Schools and other qualifying Not-for-Profit entities are fee exempt when they use their ISP#.

**How long does it take to obtain results?** 24 hours or less

## Fingerprint-Based State Checks

**Available from:** Indiana State Police, Records Division

**What is released:** The ISP LCH will return findings where the accused is charged with any Misdemeanor & Felony arrests that are less than one year old, and any Misdemeanor & Felony arrests over one year old that have rendered a disposition from the courts. Record results identify the accused, summarizes names, aliases, arrest dates, charges and dispositions.

**Cost:** The non-IN.gov Subscriber cost is \$16.32 per search. IN.gov Subscribers are charged \$15 per search and Government Agencies charged \$7.00 per search. With an ISP Waiver from Fee Exemption, Schools and other qualifying Not-for-Profit entities are fee exempt when they use their ISP#.

**How long does it take to obtain results?** 24 hours or less

**Available to:** Individuals and organizations

## Approved Alternative Repositories

*State repositories are institutions that house and maintain the arrest and disposition (or outcome) information for cases handled in that state. Each state has a central repository, and CNCS has designated one in each state that grantees must use. In some cases, generally when a different institution is able to provide information that is equivalent to what is provided by the state repository, CNCS may designate them as an Approved Alternative Repository.*

None at this time.

## FBI Checks

**FBI Check Guidance:** <http://www.nationalservice.gov/FBIGuidance>

**State Repository Provides FBI Checks:** No

**CNCS FBI Channeler:** Organizations that cannot successfully use the state repository for FBI checks may use CNCS's FBI-approved Channeler, Fieldprint, for FBI checks.

**Cost:** The cost for one FBI check through Fieldprint is \$27.50.

**How long does it take to receive results?** The majority of checks conducted electronically take no more than two business days from the date the fingerprints are captured. If an applicant does not live near a Fieldprint livescan location and fingerprints must be taken manually and mailed, it will take longer to receive the results. See the Fieldprint Guide and FAQ (linked below) for more information.

**View these links for more information:**

- Fieldprint Guide and FAQs: <https://www.nationalservice.gov/FBIGuidance> (see document, "Using Fieldprint as an FBI Channeler – A Guide for CNCS Recipients")
- Fieldprint website: <http://www.fieldprintcncs.com/>

## NSOPW (National Sex Offender Public Website) Check

[nsopw.gov](http://nsopw.gov)

A required component of the NSCHC is a nationwide check of NSOPW.gov before an individual begins work or service in a covered position. Please note that a compliant nationwide NSOPW check must include reports from all states, territories, and tribes. If any state, territory, or tribe is unavailable at the time the NSOPW check is conducted, you must either run a nationwide NSOPW check again through NSOPW.gov and ensure that all entities are reporting, or run a separate check for each entity that is not reporting through the state sex offender registry website.

Revised as of 2/24/2017

*Please note that a check of a single state's sex offender registry alone is not sufficient to meet the requirements of the nationwide NSOPW check requirement. The information provided in the State Sex Offender Registry Information section is for reference purposes only in the event that a single state sex offender registry check is necessary to supplement an incomplete nationwide NSOPW check.*

## State Sex Offender Registry Information

Indiana Sex Offender Registry: <http://www.icrimewatch.net/indiana.php>

## **Individuals Requesting Criminal History Records (versus Organizations)**

1. Go to the Indiana State Police website and agree to the terms.
2. Fill out your personal information. Select the "Automatically email criminal history results" and "Automatically email payment receipts" options.
3. Continue to fill out your information in the Criteria section and then the Confirmation section.
4. This will lead you to the payment section. The fee for requesting a criminal background check is \$16.32. You must pay by credit card.
5. You will receive the results within 24 hours. Bring sealed results to program to ensure chain of custody.